

Business Etiquete

for Modern Professionals

INTRODUCTION

This course is designed to develop competent and dynamic professionals, enhance a sense of well-being and portray confidence in any given situation as it covers workplace expectations and acceptable behavior, appropriate business dressing, grooming and communication.

COURSE OBJECTIVE

- Create positive impressions with people
- Practicing professionalism
- Create a pleasant business and professional environment and culture for the public and private sector
- Boosting self esteem

COURSE OUTLINE

- Social vs Formal Behavior
- The Talk- Communication Know-How(Telephone, In-Person, Email)
- Dining and Social etiquette
- Creating a lasting impression Anywhere, Anytime, Anyplace
- Excellence (Paying attention to detail)
- Be professional! (Tips on being professional)
- First impression counts
- The body can tell the truth (Body language)
- Dress for success
- Men vs Women Style

WHO SHOULD ATTEND

Business Executives, Supervisors, Administrative Staff, Clerical Staff, Students, Teenagers

DURATION

1 Day