



Business Etiquettes for Effective Executive

Introduction/ Overview of program:

Etiquette is a set of unwritten rules that apply to social situations, professional workplaces and relationships. In the business world, good business etiquette means that you act professionally and exercise proper manners when engaging with others in your profession. Good business etiquette is a valuable skill-set that will make you stand out from others, enhance your chances at success and help you land that dream job.

In business, the relationships you build are critical. Establishing good rapport is significant if you want to progress your professional future, take on new clients, impress your boss or close that final sale. The way to build positive relationships in the business world is by exercising good etiquettes.

Good business etiquette is the recipe for advancing your career. In the business world, people with good etiquette are rewarded for their professional and polite skills.

The objectives of the Programme:

The one full day workshop is aimed at imparting knowledge to the participants about the

- Importance of business etiquette and social etiquettes and thereby help them in creating very good impression in business and social environments .
- Providing them enough practice to help them internalize the applicable business etiquette in various business environments

Who should attend:

Programme is designed for the young professionals who want to build their career by developing professional and personal relationship in organizations and social circles, by implementing right etiquettes and mannerism.

Duration: One day

Course Content:

- Understand what etiquette is & why it's important
- Effective introductions
- Creating good first impression
- How to memorize names
- steps for effective handshakes
- Managing conversation with unknown people
- Professional office conduct including:
- Do's and don'ts in meetings
- Fundamentals of email etiquette
- Telephone etiquette fundamentals
- Learn how to dress for success

Benefits to Participants:

By the end of this course, participants will:

- Learn professional and social skills namely;
- Effective introductions
- Creating a good first impression
- Minimize nervousness in social situations
- Master the art of memorizing names
- Learn the steps for effective handshakes
- Master professional office conduct including:
 - ⇒ Etiquette in relation to open plan & cubicle environments
 - ⇒ Working out of the office
 - ⇒ Do's and don'ts in meetings
 - ⇒ Eating at work.

For more information Contact:

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