



## Training Topics:

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- Activity: New directions
- **Etiquette of Dressing:**
  - The do's and don't in dressing
  - Understand various dress codes for different occasions
  - Clothes and Corporate Culture
  - Personal Props and Accessories for Men and Women
  - Team think: Do's and Don'ts of dressing
- **Personal Grooming:**
  - Hair and makeup
  - Nails
  - Smelling good
  - Team think: Do's and Don'ts of personal grooming
- **Handling Of Business Cards**
- **Social Etiquette**
  - Gift giving
  - The practice of tipping
  - Types of behaviour that people find offensive
- **Communication Etiquette**
  - Game: knotting a tie
  - Punctuality
  - Telephone etiquette
  - E-mail etiquette
  - Role play: meeting a client
  - Team meeting etiquette
  - Case study: meeting etiquette

## Training Hours:

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The duration of the training program will be 8 hours