Business Etiquette

Objective:

This program enables participants to become brand ambassadors of themselves and the organisation. This will help them to not only enhance their professional image but also to make a positive impression on management & stakeholders.

Training Topics:

- o **Making a Great First Impression:**
  - How to present yourself to people
  - How to make proper introductions
  - Paying & Receiving Compliments
  - Small Talk & Networking

- o **Body Language:**
  - Understanding body language and its significant role in communication

- o **Etiquette of Dressing:**
  - The do's and don'ts in dressing
  - Understand various dress codes for different occasions
  - Clothes and Corporate Culture

- o **Meeting Etiquette**
  - Interpersonal effectiveness in meetings, telephone and video conferences
  - Importance of punctuality and professional image
  - Conference call and Video Conference etiquette
  - Protocols to be followed when leading meetings

Training Hours:

The duration of the training program will be 3 to 6 hours based on the needs of each client.

Training Methodology:

- Role-play simulations
- Polls
- Interactive discussions

Requirements:

- Virtual platform to be organized by your organization