Training Topics:

- 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

List of Activities

- Ice Breaker
- Activity - The New Directions
Business Etiquette Training

- Group Discussions
- Role Play - Meeting a Client
- Case Discussion

**Training Hours:**

The duration of the training program will be 8 hours