Business Etiquette Training

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

Training Hours:

The duration of the training program will be 8 hours