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Business Etiquette



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Business Etiquette

Business etiquette helps us to understand the mannerisms in which we can interact in a corporate world. Business etiquettes are the acceptable behavior that is grounded in common sense and cultural norms. In today's corporate world, it is very important for individuals to focus on their presentation skills and business etiquettes.

Aims/ Objectives:

- To help participants learn the phone, e-mail and dress etiquettes desired in the respective professional environment.
- To assist participants in understanding the importance of presentation skills and improvise their presentation skills
- To enable participant to present themselves with finesse and confidence and make themselves comfortable in business environment.

Workplace Outcomes:

- This program will help in developing the professional environment in an organization and help participants in conducting themselves with confidence in corporate world.
- The participants will be able to handle clients more skilfully.

Duration: 4 hours to 1 day

Methodology:

The program will have interactive lecture sessions, power point presentation, and Role-plays.

Participants: All employees