

MASTER YOUR SKILLS • GROW & SUCCEED

THE BRITISH SCHOOL OF ETIQUETTE INDIA
CAREER COACHING



INDIA

INTRODUCTION

HELP PEOPLE TO MAKE DECISIONS ABOUT THEIR EDUCATION AND CAREER

We at The British School of Etiquette India provide advice about employment, training and career progression to professionals, executives and people looking to change careers. We help our participants to understand and develop their skills in order to make career and education decisions.

This program aims to help university students and graduates and young professionals to be prepared and ready for the job market, and to stand out in competitive work environments.

BELIEVE IN **YOURSELF**. YOU ARE **BRAVER** THAN YOU THINK, MORE **TALENTED** THAN YOU KNOW, AND **CAPABLE** OF MORE THAN **YOU IMAGINE**.

— **ROY T. BENNETT**

DURATION

2 DAYS

DAY 1: Coaching

DAY 2: Role Play and
Feedback

COURSE DETAILS

- How to Make First Impressions
- Image Matters
- Grooming and Appearance
- Dress Code
- How to prepare for an interview
- Public Speaking
- Social Etiquette
- Business Etiquette
- Dining Etiquette
- How to explore options
- Types of work opportunities
- How to identify your skills
- How to research for job options
- How to plan your job hunt
- Advice on social media
- How to get work experience
- Planning and writing your CV
- Planning and writing your cover letter
- Interview Etiquette
- Interview Skills and Role Play
- How to speak politely and diplomatically
- How to sell your experience to employers
- How to handle interview feedback
- What should you expect from your first employment contract

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