

MASTER YOUR SKILLS • GROW & SUCCEED

THE BRITISH SCHOOL OF ETIQUETTE INDIA
CORPORATE ETIQUETTE



INDIA

INTRODUCTION

CORPORATE ETIQUETTE HELPS BUILD LONG-TERM PROFESSIONAL RELATIONSHIPS WITH CO-WORKERS, MANAGERS, CLIENTS AND CUSTOMERS

Corporate Etiquette helps mastering potentially delicate moments. The right formal behaviour may also support career growth or the reputation of the organization.

This two days Corporate Etiquette course will help individuals handle most critical situations. Participants will have an extra edge in areas that they may not have given a lot of thought of until now.

Corporate Etiquette is a core skill that allows entrepreneurs and employees to interact effectively with others and maintain a professional relationship. Etiquette is not about rules and policies but about creating an environment where others feel comfortable.

This training course will empower you with a complete understanding of corporate etiquette. With the knowledge and exposure gained through this course, you will conduct yourself better as a professional and be able to create an impressionable experience in all your professional interactions.

Further, this course will also provide you the necessary confidence and exposure to interact at large, influential platforms and be able to conduct yourself in a poised, intelligent and professional manner. The perspective gained through this course will hone your skills and behavioural traits, enhancing your value and self-confidence and creating more opportunities for professional interactions and coordination.

CONFIDENCE COMES FROM **DISCIPLINE**
AND **TRAINING.** ——— **ROBERT KIYOSAKI**

DURATION
2 DAYS

COURSE DETAILS

- Business skills and protocol
- Grooming & Personal presentation
- Communication Skills
- Corporate Body Language – How to present yourself
- Digital Presence
- Customer service and sales etiquette
- International protocol
- Presentation skills
- Interpersonal skills
- Effective networking
- Management and leadership skills
- Team building skills
- Corporate concierge skills
- Attending corporate events
- Wining and dining skills

COURSE FORMATS

- Small groups 1 – 20: interactive tailor-made sessions
- Large groups 20 - 200 (or more): interactive seminar-style sessions
- One-on-one coaching: bespoke training for individual needs
- Mentoring: regular sessions and telephone/email mentoring for individuals

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