

Business Etiquette



In today's world, business demands more than keeping your nose to the grindstone and your ear to the ground. You need business savvy and the ability to establish yourself in a credible manner. A *faux pas* at the wrong time can damage your career.

If you are newly appointed to a management position, or if you interact with people you don't know on a regular basis, this **one day workshop** can help you succeed.

If you want to enhance and polish your business image, or if you just want to avoid feeling uncomfortable in the corporate world, this workshop will allow you to take a quantum leap forward in skill, sophistication, and confidence.

How You Will Benefit

At the end of the workshop you will be able to:

- Finesse introductions-from shaking hands and using eye contact to remembering names
- Dress appropriately for every business occasion
- Feel more confident of your business communication in every situation
- Use your business cards wisely
- Perfect your handshake
- Gain that extra edge that establishes trust and credibility

What You Will Cover

- How business etiquette is crucial to your career
- How to make a good first impression
- Ways of remembering names
- Business card etiquette
- Dining etiquette
- How to shake hands
- Deciphering the dress code
- What to include in a business wardrobe
- Telephone etiquette
- E-mail etiquette

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialised manual and course materials

YES! Enrol me now!
REGISTRATION FORM
Business etiquette

Participant's name:	_____	Position:	_____
Organisation:	_____		
Work Address:	_____		
Phone:	_____	Email:	_____
Credit card type: MasterCard / Visa Only			
Name on card:	_____	Amount:	_____
Credit Card Number	_____	Expiry Date	_____
Signature	_____		

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