

Business Etiquette



Business Etiquette Workshop



10- 3 p.m

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For More Information

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Overview

All business experts agree that good manners promote good business that depends on relationships with others such as clients, suppliers or investors.

Therefore, it is important to learn practice of business etiquette across different situations in order to contribute to the success of yourself and the organization.



Learning Objective:

In this course is the participants will learn how to create good first impression and deal with difficult and embarrassing situations and building an incredible performance.



Audience:

Anyone who is seeking to build strong business relationships with others



Learning Outcomes:

By the end of this training course participants will be able to:

- Identify the meaning of business etiquette and how it is valuable to organizations.
- Understand how to make effective introduction.
- Make a good first impression through 3C's.

- Identify how to minimize nervousness while in social situations.
- Use business card effectively.
- Apply strategies for remembering names.
- Create a comfortable handshake as such it is a gesture of goodwill.
- Identify the four levels of conversation and use them appropriately.

- Understand place settings, napkin etiquette, and basic table manners
- Handle a business meal, protocol ordering in a restaurant paying the bill, and tipping.
- Learn basic guidelines in the use of the telephone, voicemail, and cell phone.
- Differentiate between a formal and an informal letter.
- Create an effective 'Thank You' note.
- Distinguish between the dressy casual, semi-formal, formal and black tie dress code.
- Understand basic guidelines in international etiquette.



Outlines

- **Understanding etiquette**
 - Definition of etiquette.
 - Importance of business etiquette.

- **Success of Networking**
 - Creating an effective introduction.
 - Making a great first impression.
 - Minimizing nervousness.
 - Using business etiquette effectively.
 - Remembering names.

- **Business Meeting**

- **The Dinning Style**
 - Ordering the in a restaurant.
 - Paying the bill.

- **Business email and telephone etiquette**

- **Dressing for Success**

- **International etiquette**



Time Frame:

2 Days/ workshop

Register here:



Your Investment:

400 L.E