

Workplace etiquette for Success

19 October 2021 02:00 PM - 19 October 2021 05:00 PM

Facilitator:

Brief Overview:

Impressions do matter, especially the first one in business circles. Mastering etiquette is the hallmark of professionalism. Business Etiquette is all about carrying yourself respectfully and courteously in the work place. Your attitude and how you interact with your colleagues, clients determines the result of a deal, influences a first impression or impressing a prospective client. Office Etiquette is a combination of social values like respect for others, politeness, good manners and social skills like Emphatic listening, conversation, positive body language and interpersonal skills. Your Professional attire, grooming, meeting etiquette, electronic etiquette ensure harmony and success in your workplace, profession or business circles.

Session content:

- Etiquette and its significance in the work place.
- Creating a positive impact for setting the right tone Understanding Cultural differences.
- Professional attire for men and women- Grooming.
- 6 ways to meet and greet people.
- Office etiquette - Cubicle etiquette - Cell phone etiquette - conference call etiquette - email etiquette - online etiquette.
- Clues for conversational skills.
- Empathy and Emphatic listening.
- 5E's of Intrapersonal skills - Interpersonal skills- The art of receiving and giving feed backs.
- Positive Body language - Hand shakes.
- Business meeting etiquette - Business card etiquette.
- Social media etiquette.

For Whom:

- Executives
- Team Leaders
- Supervisors
- Entrepreneurs
- Business owners
- Employees across different functions.

- Trainers
- Consultants
- Mentors &
- Students

Key Takeaways:

- Importance of Etiquette
- Grooming and good manners
- Right behaviour with other stake holders
- Office etiquette
- Telephone etiquette
- Electronic etiquette
- Meeting Etiquette
- Online meeting etiquette
- Positive Body language
- The art of conversation - Listening
- Emphatic communication.

Facilitator profile:

Mr. M Chidambaram, International Corporate trainer, CEO Kaveri Academy of Creative Excellence

CEO of KAVERI ACADEMY OF CREATIVE EXCELLENCE and General secretary of Exnora International. Excel graduate And Prime graduate in soft skills JCI university, U.S.A.Certified National Trainer, area and state trainer in soft skills of JCI India. Empanelled Coach for NLC / TNEB / CVRDE / ICAI / Anna Institute of Management / Forest department / Tamilnadu slum clearance board / Jci India / Punch gurukulam. Has conducted more than 6650 training programmes in the last 33 years inspiring over 2 lakh people - Conducted several leadership and train the trainer seminars for Rotary International. Lions International, Jaycees International to name a few. , Has won the most outstanding trainer of India award of Jci India. Served with distinction as National director training of Jci India, besides serving as its National executive vice. He was the Editor of their National magazine Challenge. Written 3 books besides writing a series of 29 articles for a periodical. Contributed several articles on various topics for various magazines.27 of his programmes have been telecast on DD and various TV channels More than 100 programmes have been broadcast in A.I.R. and several FM radios. His interviews on several key issues have been featured in many magazines and newspapers. He has anchored, moderated and compered several public functions where the Governor of Tamilnadu, Chief Minister, several Central and state, Ministers were the chief guests.

Fee Details:

- **Fee Details**

- Member amount : Rs 767.00- (Including 18%GST)
- Non Member amount : Rs 767.00- (Including 18%GST)
- Total Member count : 100