

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 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:

- 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

Course Outline

- ▶ 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

Name of City and Date of Event

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What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. Prices available upon request, plus applicable taxes. *Prices and dates are subject to change.

Pre-Registration Form:

Business Etiquette

Yes Enroll me now

Participant Name (*Please Print*)

Position

Immediate Supervisor

Organization

Organization Address

ZIP _____ Telephone # _____

Fax _____ E-Mail _____