



Conducts

One Day Training Program On

Business Etiquette and Professional Grooming – Develop Confidence in the workplace

HOW WILL YOU BENEFIT :

Upon completion of this programme, the participants will be able to:

- Project a confident personality, a professional image and mannerism that creates positive impressions with people
- Practice high professionalism in matters regarding work or people
- Carry themselves well by living up to the company/brand's image and social standing
- Be comfortable and able to adapt well in any formal business or informal situations
- Create a pleasant and interesting business environment for the corporate or public sector

Why Business Etiquette

Business etiquette is a very broad term, encompassing multiple aspects of the business interactions, including business manners, business attire, business communications, business dining, client entertaining, cross-cultural communications, international protocol, workplace etiquette, netiquette and more. Business etiquette skills should not be taken for granted -- we need to develop them like any other practical skills for success in business.

What Is Business Etiquette

Business etiquette is a set of rules that govern the way people interact with one another in business, with customers, suppliers, with inside or outside bodies. It is all about conveying the right image and behaving in an appropriate way.

How Business Etiquette

Both Words and Behaviours matter in the workplace. The Golden Rule says, "Do unto others as you would have them do unto you." In other words, think about how you want to be treated by others who communicate and interact with you. Respect, courtesy, integrity, fairness, compassion and appreciation are universal values and principles that go a long way to creating a pleasant environment and a healthy corporate culture.

Professional Grooming which speaks more about:-

Who are You?

- Self-concept: your subjective description of who you think you are
- Self-esteem: your evaluation of who you are
- Self-image: your view of yourself in particular situations
- Self-expectations: goals we set for ourselves



METHODOLOGY:

This unconventional seminar is structured to be lively and interesting as we learn best in moments of enjoyment. It flows with participants' needs and wants. Course methods will include video clips, demonstrations, role-plays, games and theory.

MODULE :

- PRESENTING YOURSELF AT YOUR PERSONAL BEST
- LOOKING GOOD & ATTRACTING SUCCESS
- BUSINESS ETIQUETTE – MANNERS REALLY DO MATTER!
- BE A MASTER OF BODY LANGUAGE (NON-VERBAL COMMUNICATION)

Faculty : Mr Vince Varghese

A strong motivational trainer has helped corporates and Automobile Industry to overcome their self & belief system. More than 18 years of experience as Trainer, Human Resource Specialist and Sales & Marketing expert. As a trainer, he have been travelled the length & breadth of India conducting seminars in Life Skills, Soft skills, Personality development, Leadership skills, Interpersonal relations and Counseling . Successfully used varied and functional exposure to guide, mentor and motivate individuals towards greater success. Ability to connect with the audience and taking their confidence to enhance their capacity to learn, a good understanding of the subject matter and the passion on training are the greatest possession.

The list of programs offered for training/workshops.

Professional Training - Presentation Skills, Sales & Marketing Skills, Negotiation & Closing, Professional Grooming, Interpersonal Skills, Gender Consciousness ,etc.,

Behavioural Training - Emotional Intelligence at workplace, Stress and Anger Management

Communication Training - Communication skills, Assertive Communication, Listening skills, Public speaking skills, Fear of Failures

Personal Effectiveness - Goal Setting, Creative and Critical Thinking, Handling Internal Conflicts, Motivation and setting the Right Attitude

In the last 2 decades, have been associated with brands like Jeevan Daan, Accenture Services Pvt Ltd, IBM India Pvt Ltd, Ford , General Motors, Toyota Kirloskar Pvt

TRAINING PROGRAMME FEE :

Rs. 3000/-per participant + 18% GST.

GSTIN : 33AFKPG7543M1Z5 SAC CODE : 999293 (Commercial Training and Coaching Services)

It Covers course Material, grand buffet Non veg. Lunch & refreshment

Cheque / DD drawn in favour of "Maxwell Centre for Industrial Training and Development".

Date and Time:

19th March 2019

Tuesday

9 am – 5 pm



Venue:

Quality Inn Sabari
Thirumalaipillai Road,
T Nagar, Chennai-600017.

For registration contact:

U. Mahalakshmi, Training Coordinator

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