

# Online Interactive Webinar on Corporate Grooming Personality Development and Etiquette

On  
26<sup>th</sup> March 2020 (11 AM to 4.30 PM)

## Overview:

Corporate etiquette covers nearly universally accepted rules, both written and unwritten, of conduct and demeanor that make socials and business interactions pleasant and productive. Protocol, manners, behavior and formalities appropriate to the occasion, coupled with a degree of civility and courtesy greatly enhance the chances of successful interactions and fruitful negotiations leading to lasting personal and business relationships. In the highly competitive international business environment of today, these fine practices, act as powerful differentiators between competitors and make it imperative for executives at all levels to learn and studiously practice the same to stand out as accomplished professionals.

The bedrock of proper manners and etiquette however is a well developed personality. Only cultured and self confident executives with high degree of self respect and self esteem who are articulate, can project the kind of impressions that contributes to the overall corporate image. Equally important is the office etiquette which relates to coworker interaction and which visibly reflects the corporate culture. Quiet efficiency, respectful and dignified behaviors speak much eloquently than vociferous pretensions and ostentatious displays.

## Who should Attend:

Managers, Team Leaders and Supervisors, Even experienced participants will find this valuable as a refresher and for additional skills, Those who trying to improve their skill

## Pre-requisites

You should have good internet connection and good quality headphone/speaker set.  
You should have notepad/pen to note down important points.

## Contents to be covered

Corporate Etiquette	Personality Development
* Making A First Eye Impression	* Correct Body Language , Poise N Posture
* Greetings, Introduction, Art Of Small Talk	* Self Esteem N Confidence
* Personal Grooming	* Pronunciation, Voice Modulation and Diction
* Mastering Cross Cultural Etiquette to deal with diversity	* Conversational Techniques in Socials Gatherings, Topics avoided, Interpreting Body Language, Receiving and Giving Compliments
* Telephone and Mobile Etiquette	* Good Dressing Sense
* Fundamentals of Corporate - Business Etiquette	* Grooming for Success

## Course's time structure:

## Session Timing– 11:00am to 4.30pm

Webinar Starts 11.00 am

Break – 01.30 pm to 02.00 pm

### Pre-requisites

You should have good internet connection and good quality headphone/speaker set with Laptop / Desktop. You should have notepad/pen to note down important points.

<u>Fee Structure</u>	<b>For India</b>	<b>Outside of India</b>
<b><u>Per participants:</u></b>	<b>Rs. 4500/-</b>	<b>USD \$ 80</b>

18% GST is applicable

Mode of Payment:- Credit Card / Paytm/ NEFT / Cash / Cheque

Payment should be made before the session.

The Cheque has to be raised in the Name of **GFORD Institute of Management Pvt Ltd**

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**\*Terms & Conditions apply**

Best regards

For GFORD Institute of Management Pvt Ltd

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