

## **TRAINING AGENDA – ETIQUETTE AND GOOD MANNERS IN BUSINESS!**

**(1,5 HOURS TRAINING)**

### **1. Topics covered during the training**

- Master good manners
- Multiply your business contacts
- Your attitude is your business card

### **2. The theory**

- What is etiquette?
- Greetings, politeness and image
- Corporate dress code

### **3. The practicalities**

- Feel comfortable in all circumstances
- Increase your credibility as well as your business

Manners are an important thing to learn. Having good manners means acting in a manner that is socially acceptable and respectful. Excellent manners can help you to have better relationships with people you know, and those you will meet.

In this seminar you will familiarize yourself with basic etiquette such as dining and phone etiquette. Being polite to others is always a good place to start. Good manners convey respect to those you interact with, and also commands respect from those you interact with.