

Day Long Professional Development Workshop on

CORPORATE ETIQUETTES

Mantra to establish the brand of self and beyond

Date: December 06, 2013

Time: 09.00 am to 06.00 pm

Venue: Inner Glo Training Center, Road #71,
House # NE(B)1B, Gulshan-2, Dhaka

Training Fees: Tk. 4,000 per Person

Group of 5 participants will receive 10% discount!

Registration Closes on: November 30, 2013

Limited Seats

OVERVIEW:

Etiquette is a set of unwritten rules that apply to social situations, professional workplaces and relationships. In the business world, good corporate etiquette means that we act professionally and exercise proper manners when engaging with others in our profession. Good business etiquette is a valuable skill-set that makes us stand out from others, enhance our success, build and establish corporate brand image.

This course covers how to build rapport with others by being positive focused. This includes being able to connect with everyone around us including colleagues, friends and relatives. In business, the relationships we build are critical, establishing good rapport is significant to progress. The way to build positive relationships in the business world is by exercising good etiquette, especially by exhibiting top-notch communication skills. Business etiquette extends beyond the office. When we are required to attend a business luncheon or dinner or simply meeting outside business, it is important that we adhere to appropriate etiquette standards to uphold the image of the organization as well as ourselves.

Facilitator



Mohammad Hamza Mahub

Lead Consultant, AEON

Former Management Consultant
SAP ERP & Wincor core team of RSL
(AGORA), SCB, Gala Coral Group, Tesco
McDonald's and European Union

Lesson Plan

Welcome & Opening of session
Expectation sketch up
Ice breaker

Break

Theory & Interactive session
Etiquette and culture
Cultural aspects and business etiquettes
Effective etiquettes and brand image
Corporate and personal branding

Lunch Break

Body language and posture
Verbal communication standards
Social behavior
Etiquette through writings

Break

Etiquette through Phone

Wrap Up

Recap
Anchor

Methodology:

- Short Lectures with real life example
- Brainstorming exercises
- Role play
- Group discussions
- Personal action plans

Target Audience:

Executives and Individuals who want to develop or refresh their personal and professional etiquettes and establish or reshape self brand image.

Training Objective & Outcome

- Knowing Communication Skills
- Assessing Mindset
- Commitment to Personal Improvement
- Speaking Our Audience's Language
- Conventional Tools
- Levels & Standards
- Art of Dealing : The Brand Image

Workshop Content

- Create and embed understanding of good etiquette
- Know why is it important for a business; Shaping the direction of business etiquette in an organization
- Corporate etiquette in field and over the phone
- Building rapport for a Stronger relationships
- Understand the idea of good etiquettes both personal and professional
- Do's and Don'ts to become an efficient brand ambassador
- Levels, aspects and nature of brand ambassador
- Social and cultural etiquettes
- Socio cultural aspects and international practices of business etiquettes
- Etiquettes & Norms of Professional corporate personnel.

Contact Information



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