



SCOPPE

Silvassa Centre of Personal & Professional Excellence

## PRACTICAL TRAINING & WORKSHOP ON CORPORATE FINESSE & ETIQUETTES

100% practical workshop

What is it:

- Finesse is the state or quality of being FINE.
- Trying to bring out the fine etiquettes in you which help to develop corporate manners within you. It refers to set of rules an individual must follow while he/she is at work.
- It refers to behaving sensibly and appropriately at the workplace to create an everlasting impression.
- An individual must know how to behave at the workplace. There is a huge difference between college and professional life and that one needs to be disciplined at the workplace.

Objective:

- Creating lasting impressions.
- Confidence building.
- Reflecting the correct image of the organization through Body Language.
- Art of being polite, firm, yet businesslike.
- Corporate social Networking.
- Avoiding conflict at the workplace and in meetings.
- Art of being impactful and persuasive communicator.
- Client interfacing with service recovery.
- Art of entertaining.



SCOPPE

Silvassa Centre of Personal & Professional Excellence

## Contents:

- Power Dressing
- Effective body language
- Good Postures
- Dining Etiquettes
- Corporate Networking
- Greetings & Introductions
- Business Card Protocols
- Types of handshakes

## Trainer:



### **Ms. Hemali Prajapati**

Total experience of 3 years into Human resources, handling various small and big projects with Tech Mahindra, PwC and others.



## Who is this for?



One who wants to learn basic general etiquettes.



One who wants to learn to be professionally dressed / Power dressing at corporates.



Adults who wish to learn corporate dining etiquettes.



Who wish/want to improvise on sitting standing and body posture.



One who wants to learn how to behave professionally and learn to observe different body languages.



Learn art of handing over business cards, do proper handshake, etc.

## Why Us?

- Because being comfortable in the workplace is very closely linked to your social skills and leadership skills. This is true from entry-level positions to management roles.
- If you want to brush-up on your business and social etiquette, we are here to encourage, empower and enrich you!
- For business owners whose reputation depends on their staff presenting well to customers and the public, registering your staff for the Finesse Modern Manners and Professional Skills workshop is a must.

## Course Fees:

Rs. 1,500/- (inclusive of all)

Certificate + Modules + Practical Training + Lunch + a few more surprises....



SCOPPE

Silvassa Centre of Personal & Professional Excellence

## Course Details:

- 8 – Hour workshop.
- 100% practical and activity based.
- Certified training.
- After workshop support.
- Lots of surprise gifts.

Date : 9<sup>th</sup> November 2019

Time : 10.00 am – 6.00 pm

**For details & queries, contact:**

**+91 – 90999 86241 | +91 – 96242 37906**

**215 – 2<sup>nd</sup> floor, Landmark Business Hub, Tokarkhada, Silvassa - 396230**