

Etiquette

COURSE CONTENTS

- Basic Dining Etiquette.
- Office Etiquette.
- Meeting Etiquette Rules.
- Workplace Etiquette.
- Business Etiquette presentation.
- Work email Etiquette. - Business Card Etiquette.
- Work travel Etiquette.
- Telephone Manners and Business Etiquette.
- Body language- Business Etiquette.