

ETIQUETTE WORKSHOPS - A SNAPSHOT OF OUR OFFERINGS

It is a privilege to be a part of your progress. We are sure that no one knows your needs better than you, and hence we would appreciate a stock taking through a simple **Training Need Analysis** Document. If need be, a mystery shopping exercise can be conducted to better identify the needs. Based on the Training Needs Analysis document, the program is customized by putting together various modules in the time available.

ONE DAY FOLLOW UP SESSION

The follow up for the 2 days training program is optional. It is aimed at motivating the participants. Here, learners assess the impact of training and level of application and implementation in their performance areas. During this session, they revisit the modules to further enhance understanding.

CORE MODULES

CORPORATE ETIQUETTE

DURATION: 3 HOURS

Participants will be able to portray the right corporate image of a company by displaying immaculate etiquette at business or professional situations. General business etiquette, protocol of introductions, business card exchange, shaking hands, netiquette. Etiquette for meetings & seminars and business luncheon etiquette are learnt in this module.

DINING ETIQUETTE

DURATION: 4 HOURS

People are judged by the way they eat. Earlier this saying was confined only to the elite, however eating out and socialising are important threads in the social fabric, and participants learn to project the right image with appropriate and impressive dining table manners. Participants learn more about seating, table setting, napkin usage, table manners, serving food, passing food, types of menu, etc. Tipping & toasting, buffet manners, eating with hands, wine and food pairing. Table set-up demo, handling cutlery are some of the things learnt in this module.

DINING ETIQUETTE : TUTORIAL LUNCHEON

DURATION: 3 HOURS

A hands-on, practical, fine dining experience.

GENERAL ETIQUETTE

DURATION: 4 HOURS

Most of our actions are judged and assessed whether we are in public or in a limited social circle. Participants will be able to project the right image through their behaviour and be a role model for children, family and colleagues by conducting themselves in the apt manner in all situations. This module covers general etiquette, gender neutral etiquette, gender specific etiquette, mobile phone and driving etiquette, quetiquette, netiquette, etc. Travel etiquette, bathroom/rest room etiquette, waiting area/reception etiquette, party etiquette, etc. are covered in this module.

ATTENDING AND HOSTING PARTIES WITH ENHANCED IMAGE

DURATION: 2 HOURS

How to be a gracious guest and a perfect host.