

SOFT SKILLS



COMMUNICATION



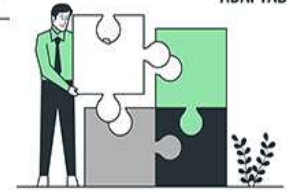
TEAMWORK



CREATIVITY



ADAPTABILITY



PROBLEM-SOLVING

SOFT SKILLS

Business etiquette Skill Course

Project Based Immersive Learning Course

Course Overview?

A course on business etiquette is designed to teach individuals how to conduct themselves in a professional and effective manner in a business setting. By promoting positive relationships and building trust with colleagues and clients, individuals can support their career growth and enhance the reputation of their organization. Through this training, individuals will learn how to handle critical situations and develop the necessary skills to succeed in any industry, as success often relies on relationships with co-workers, clients, suppliers, and investors. By demonstrating politeness and consideration in their interactions, individuals can create engaging, productive, and long-term business relationships. The course will cover the principles of building and maintaining professional relationships, as business etiquette is a fundamental skill for any successful business.

Benefits of Business etiquette Skill Course :

Good business etiquette skills help you present a professional image that can enhance your reputation and make you stand out in a positive way. Good business etiquette skills can benefit individuals in a variety of ways, from improving professional image to enhancing communication skills, promoting teamwork and collaboration, and reducing conflicts in the workplace. Developing strong business etiquette skills can offer a variety of benefits, including:

- Improved professional image
- Increased business opportunities
- Enhanced communication skills
- Improved teamwork and collaboration
- Reduced conflicts
- Better customer service
- Increased confidence

Who should learn:

- Students
- Those seeking personal growth
- Public Speakers
- Entrepreneurs
- Business Professionals
- Those with low self-esteem

Why Business etiquette Skill Course from Education Nest

- **Free Demo on Request**
- **Live Interactive Learning**
- **Lifetime Access**
- **Flexible Schedules**
- **24x7 Support**
- **One on One Doubt Clearing**
- **Real Time Project-Based Learning**
- **Certificate Oriented Curriculum**

Key Skills Covered:

- Communication skills
- Networking skills
- Professionalism
- International etiquette
- Dining etiquette
- Technology etiquette

Business etiquette Skill Course Syllabus

Introduction to Business Etiquette:

Understanding the importance of business etiquette, the impact it has on business relationships, and the dos and don'ts of business behavior.

Communication Skills:

How to communicate effectively, both verbally and non-verbally, in business settings, including email, phone calls, meetings, and presentations.

Professional Appearance:

Understanding how to dress appropriately for different business situations, and maintaining a professional appearance in terms of grooming and personal hygiene.

Networking:

How to network effectively, build relationships, and establish connections in the business world.

Business Dining Etiquette:

Understanding the rules of dining in a business setting, including table manners, ordering, and paying the bill.

Cultural Awareness:

Understanding cultural differences and how they impact business interactions, including communication styles, body language, and business customs.

Business Travel:

How to conduct oneself professionally while traveling for business, including airline etiquette, hotel etiquette, and navigating different cultures.

Time Management: How to manage time effectively, prioritizes tasks, and avoids wasting time in unproductive activities.

Business Gift Giving:

Understanding the etiquette of giving and receiving gifts in a business context, including appropriate gifts and when it is appropriate to give them.

Social Media and Digital Etiquette:

Understanding how to conduct oneself professionally on social media and other digital platforms, and the importance of maintaining a positive online presence.

Career Support

Profile Building :

Experienced professionals are available to offer tailored assistance in crafting your CV and online profiles, taking into account your unique educational and experiential background.

Interview Preparation :

The upcoming interview preparation service will include personalized one-on-one sessions and the option for mock interviews if needed.

Job Referrals :

At Education Nest, we receive a variety of job requirements from diverse sources such as organizations, our clients, HR consultants, and a vast network of Education Nest currently employed in different companies. We strive to meet these varied requirements to the best of our abilities.

Continuous Support :

We offer continuous support for as much time as you need it, and a considerable number of our learners receive multiple interviews offers and promising employment opportunities as a result of the abilities they gain during the program.