

Business and Corporate Etiquette Training

Course Duration: 08 Hours

Course Code: BCET

1. Course Overview

Business and Corporate Etiquette Training is designed to help professionals develop polished workplace behavior, effective communication skills, and a strong professional presence. This course focuses on modern corporate standards, interpersonal skills, and global etiquette practices to enhance career growth and workplace relationships.

2. What You'll Learn

- Fundamentals of business etiquette and professionalism
- Effective verbal and non-verbal communication skills
- Workplace behavior and office ethics
- Email, meeting, and telephone etiquette
- Personal grooming and professional appearance
- Cross-cultural etiquette and global business practices
- Handling difficult situations professionally
- Building confidence and executive presence

3. Target Audience

- Fresh graduates and entry-level professionals
- Corporate employees and team leaders
- Sales, marketing, and client-facing professionals
- Entrepreneurs and business owners
- Anyone looking to improve workplace professionalism

4. Pre-Requisites

- No technical background required
- Basic understanding of workplace environment
- Willingness to improve communication and personality skills

5. Course Content

Module 1: Introduction to Business Etiquette

- Importance of etiquette in corporate world
- First impressions and personal branding

Module 2: Communication Skills

- Verbal and non-verbal communication
- Active listening skills
- Professional tone and body language

Module 3: Workplace Etiquette

- Office behavior and ethics
- Time management and punctuality
- Team collaboration etiquette

Module 4: Professional Appearance & Grooming

- Dress codes and corporate styling
- Personal hygiene and presentation

Module 5: Email & Digital Etiquette

- Writing professional emails
- Virtual meeting etiquette
- Social media professionalism

Module 6: Business Meeting Etiquette

- Meeting preparation and participation
- Presentation skills
- Networking etiquette

Module 7: Cross-Cultural Etiquette

- Understanding cultural differences
- Global business communication

Module 8: Handling Workplace Challenges

- Conflict resolution
- Managing difficult conversations
- Emotional intelligence in workplace

