

Workplace Etiquette Training

Course Duration: 08 Hours

Course Code: WE-T

1. Course Overview

Workplace Etiquette Training is designed to help professionals develop the right behavior, communication style, and professionalism required in a corporate environment. This course focuses on building positive workplace relationships, improving communication, and maintaining a respectful and productive work culture.

2. What You'll Learn

- Understanding workplace behavior and professional conduct
- Effective verbal and non-verbal communication
- Email and business communication etiquette
- Time management and workplace discipline
- Handling conflicts and maintaining professionalism
- Dressing and grooming standards in corporate settings
- Team collaboration and respect in the workplace

3. Target Audience

- Freshers and entry-level professionals
- Corporate employees
- Team leaders and managers
- Customer-facing professionals
- Anyone looking to improve workplace professionalism

4. Pre-Requisites

- No technical background required
- Basic understanding of workplace environment
- Willingness to learn and improve interpersonal skills

5. Course Content

- Introduction to Workplace Etiquette
- Professional Communication Skills
- Email and Meeting Etiquette
- Workplace Behavior & Ethics
- Personal Grooming and Dress Code
- Time Management and Productivity
- Conflict Resolution and Problem-Solving
- Teamwork and Collaboration
- Corporate Culture and Professional Image