

Workshop on Grooming, Social Etiquette, and Behaviour-I

OBJECTIVE:

The **objective** of the program is to build self-confidence, enhance self-esteem and improve overall personality of the participants. The program **aims** at **grooming** the participants through sensitizing them about proper behavior, socially and professionally, in formal and informal circumstances.

PRE-REQUISITE(s):

Basic knowledge of English.

OVERVIEW:

Corporate Etiquettes and grooming simply stated, is the set of practices to equip ourselves of our behavior in unfamiliar cultural situations. But in more practical terms what does it mean? Is it about showing respect, showing care by being proactive, striking a balance to develop rapport, knowing geography and particular interesting information of the visitor's country, and minding manners in how one addresses people & using greetings, or using jargon, acronyms and slang with extreme care?

Why take this course?

- Grooming is important in all sorts of jobs.
- Etiquette gives the confidence to deal with different situations in life, it gives you life skills.
- **Etiquette** enhances individual and corporate self-image, it eliminates discourteous behavior.

What you will learn in this course:

- The body language techniques and the do's and don'ts involved.
- How to behave in public places, offices, and gatherings.

Who this course is for:

- Students aiming to improve their personalities for personal and professional needs.
- Students who wish to learn an extra trait to assist them in the corporate environment, where they can deal with the culture easily.

Course Outline:

S. No.	Chapter	No. of hours
Chapter 1	Presenting you at your personal best	3
Chapter 2	The right statement every time	4
Chapter 3	Use of NLP	5
Chapter 4	Right amount of beauty products for grooming	5
Chapter 5	Case Studies	3
Chapter 6	The tie talk	3
Chapter 7	Effective Communications	3
Chapter 8	Activity session	4