

Workshop on Grooming, Social Etiquette, and Behaviour-II

OBJECTIVE:

Grooming and Etiquette are the talk of the town as they needed anywhere and everywhere. This is an advance level course to help the students in conquering the placements and achieving success. The course would also provide guidelines to students in preparing for interviews which are placed off campus and also help them in cracking the same.

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.

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	Grooming as per the industry	3
Chapter 2	The right statement every time	4

Chapter 3	Use of NLP	5
Chapter 4	Understanding company etiquette	5
Chapter 5	Case Studies	3
Chapter 6	The tie talk-advance level	3
Chapter 7	Use of Effective Communication	3
Chapter 8	Activity session	4