

LEARN HOW BUSINESS ETIQUETTE LEADS TO BUSINESS SUCCESS

July 22 - 23, 2024	PIM, Karachi	Rs. 31,000/=
Sep 02 - 03, 2024	PIM, Lahore	Rs. 31,000/=
Nov 14 - 15, 2024	PIM, Islamabad	Rs. 31,000/=

Course Description

In this course we will be guiding you how working on your business etiquette will develop & groom you for your personal and organization's success.

Now what is Business etiquette? It refers to the requirements and expectations of social and business behavior, practices and conduct that are prescribed by social convention, and a code of ethical behavior among professionals. It basically boils down to demonstrating good manners. As so-called common courtesy becomes less common, manners and etiquette are essential components of career success. Business etiquette helps master potentially delicate moments. The right formal behavior may also support career growth or the reputation of the organization.

WHO MUST ATTEND?

Anybody who wishes to develop oneself for professional progress

COURSE CONTENTS:

- Workplace Etiquette
 - ✓ The right behavior at work
 - ✓ Making positive impression
 - ✓ How to treat your co-workers & people around you
 - ✓ Managing your workplace

- Dining Etiquette
 - ✓ Reception/Social Hours- How to mingle
 - ✓ Arrival/Sitting down
 - ✓ Table Setting
 - ✓ Ordering & being served
 - ✓ During meals
 - ✓ When you have finished

- Communication Etiquette
 - ✓ Phone Etiquette
 - ✓ Email Etiquette
 - ✓ In-person Etiquette

- Professionalism
 - ✓ How to present yourself & Dress for a Situation/Occasion
 - ✓ Small Talks
 - ✓ The Handshake
 - ✓ Lunch meetings/interviews
 - ✓ RSVP & Cancellations

- Meeting Etiquette
 - ❖ **In-person**
 - ✓ Meeting room preparation
 - ✓ Meeting agenda & sending invites
 - Catering to lunch/ refreshments
 - **Virtual Meeting Etiquette tips**

LEARNING OUTCOMES:

After attending this course the participant will be able to

- Perform Better Socially & Professionally
- Improve & Groom Oneself On Various Levels
- Build Self Confidence
- Dress For Success
- Perform Better at Work

FOR DETAILS AND REGISTRATION

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