



Corporate Etiquette & Personality Development

Date: June 24 - 26, 2024
Venue: IIMK

Overview:

Development is an enduring process of fostering, shaping and enhancing individuals' skills, knowledge and interests to ascertain their maximum efficacy and compliance. Development covers an assortment of activities, one of which is the knowledge of Corporate Etiquette and Personality Development (CEPD). The objective of the Programme is to build self-confidence, enhance self-esteem and improve overall personality of the participants. The Programme aims at grooming the participants through sensitizing them about proper behavior, socially and professionally, in formal and informal circumstances.

IIMK is happy to offer world-class training in social and business etiquette, corporate and international protocol, good manners and dining skills. Whether you are an executive or a student, our Programme on corporate etiquette and personality development is designed for you to hone your skills and improve your professional image.

Area:

GENERAL MANAGEMENT

Facilitator(s):

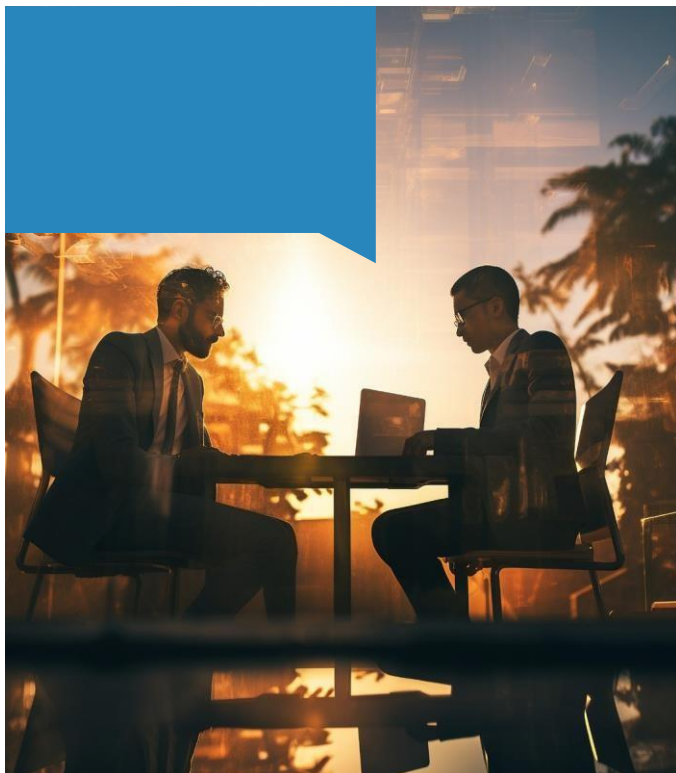
Prof. Deepa Sethi

Fee:

Rs. 50000 (Residential),

Rs. 40000 (Non-Residential)





Programme Themes and Coverage:

Corporate Etiquette

- Making a Great First Impression
- Greetings, Introductions, The Art of Small Talk and Conversations
- Polishing Business Manners: Handshake, gifts, visiting cards, humor, office behaviour etc.
- Mastering Cross Cultural Etiquette to deal with Diversity
- Dining Etiquette
- Understanding the Art of Entertaining: Playing a Gracious Host Personality Development
- Power Dressing: Wardrobe Etiquette
- Grooming for Success
- Body Language, Poise, and Eye Contact
- Pronunciation, Voice Modulation, and Diction
- Self-Esteem and Confidence
- Assertive Behaviour
- Handling difficult situations with grace, style, and professionalism

Learning Outcomes: The CEPD will enable participants in:

- Projecting the Right First Impression
- Polishing manners to behave appropriately in social and professional circles
- Enhancing the ability to handle casual and formal situations in terms of personal grooming, dining and entertaining etiquette
- Developing and maintaining a positive attitude and being assertive
- Mastering Cross Cultural Etiquette
- Handling difficult situations with grace, style, and professionalism



Facilitator:
Prof. Deepa Sethi

Participants Profile:

This Programme is designed to help people in organizations who wish to gain confidence and effectively perform in the professional environment. It is specifically designed for the junior, middle & senior level managers in public & private organizations, and those students who want to polish their skills and improve their professional image. A varied cross section of participant profiles adds new facets and perspectives to the discussions and experiential sessions.

Pedagogy:

The Programme would involve interactive sessions, individual and group exercises, role plays, situation-handling, and experience-sharing. Selected video films will complement these.



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