

Business Etiquette and Ethics

ACHIEVE THROUGH PEOPLE

WHO SHOULD ATTEND:

- All organizational levels
- People required to interact with public and private sectors

LEARNING OUTCOME:

Attendees will learn how to behave effectively, interact correctly and demonstrate appropriate personal and professional conduct in different environments, cultures and regions.

TRAINING OUTLINE:

- First impressions
- Office and workplace interactions
- Code of conduct
- Telephone etiquette
- Email etiquette
- Personal Branding

Attendees

12 - 14

Duration

1 day