

Business & Social Etiquette

Course Overview

This program is designed to give a brief overview of the basics of essential business and social etiquette. It covers acceptable professional behavior and proper etiquette practices of business and social introductions, use of body language and table manners.

Course Outline

- Business Versus Social Etiquette Basics
- The Art of Introductions
- The Power of Handshake
- Maintaining a Professional Body Language
- Dining Etiquette

Who Should Attend: Junior and entry level employees

Course Duration: One day from 9:00AM to 4:00PM

Registration Deadline: One week before the course date

Course Venue

Top Business Training Center: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

For Registration

- Logon to www.topbusiness-hr.com/Course_Register to fill a registration form. Alternatively you can request a registration form by mail from: training@topbusiness-hr.com.
- Payment should be made one week prior to course.
- Payment by cheque in Top Business's name or cash to our address.

For More Information

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