

## 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 3:00PM

**Registration Deadline:** One week before the course date

### Course Venue

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

### Registration & Payment:

- Course fees include material (Soft Copy), light lunch, coffee break and certificate.
- Payment by cheque in Top Business's name, cash to our address or by bank transfer.
- Payment is due within 3 working days from course confirmation. Your registration is confirmed only after course payment
- Payment is nonrefundable, however participant can be substituted or can attend next confirmed round of the same course or another course.

### For More Information

17, Abdel Wahab Selim Elbeshry St.,  
Sheraton Heliopolis, Cairo - Egypt

T. +2 02 226 871 44 / +2 02 226 871 45

Ext. 440/1

F. +2 02 226 871 58

M. +2 010 229 20 433

training@topbusiness-hr.com

www.topbusiness-hr.com