

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 soft copy of the material, coffee break, light lunch and certificate.
- Payment by cheque in Top Business name, cash to Top Business address or by bank transfer.
- Payment is due within 3 working days from course confirmation. Registration is confirmed only after course payment
- Payment is non-refundable; however, participant can be substituted or attend next confirmed round of the same course or another course during the same calendar year.
- Payment is non-refundable in the event of a participant no show on the 1st day of the 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
M. +2 010 229 20 433
training@topbusiness-hr.com
www.topbusiness-hr.com