



UAE | Germany | Qatar | Ghana

BUSINESS ETIQUETTE

**Represent Yourself with Confidence. Foster Respect.
Build Professional Trust.**



Business Etiquette



In today's global, fast-paced business world, technical skills alone are not enough. Professionalism, courtesy, and cultural sensitivity are key to building strong relationships, creating positive impressions, and advancing career success.

This Business Etiquette training provides participants with the tools and confidence to navigate professional settings with poise and respect. From meetings and networking events to virtual communication and cross-cultural encounters, participants will master the unwritten rules that create lasting positive impressions and foster mutual trust.

Objectives / Learning Outcomes:



By the end of this training, participants will be able to:



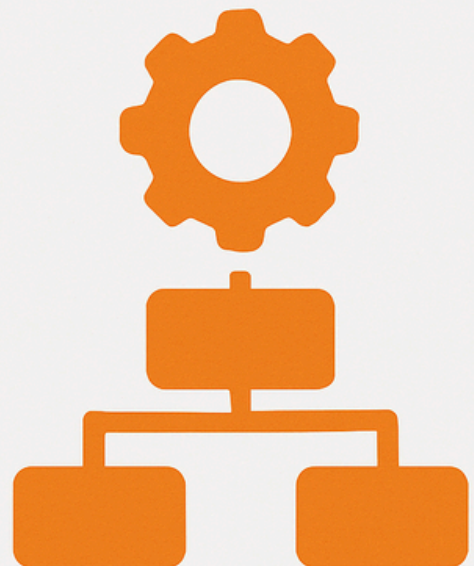
- Understand the importance of business etiquette and professional image
- Apply proper meeting, email, phone, and virtual communication etiquette
- Navigate formal and informal business interactions with ease
- Demonstrate cultural sensitivity and adapt to diverse environments
- Network confidently and build strong professional relationships
- Manage introductions, greetings, and conversation starters professionally
- Handle challenging or delicate situations with grace and diplomacy

Course Outline / Key Topics:



- The Essentials of Professional Presence
- Communication Etiquette: Email, Phone, Virtual Meetings
- First Impressions: Introductions, Greetings, and Small Talk
- Business Dining Etiquette and Event Behavior
- Cultural Etiquette: Respecting Differences Across Borders
- Dress Codes, Body Language, and Personal Branding
- Building Trust Through Consistency and Courtesy
- Handling Awkward Moments and Recovering Gracefully

Methodology



- Interactive group activities and etiquette simulations
- Case studies and real-world scenarios
- Role plays for practicing networking and meeting protocols
- Cultural awareness discussions and reflection exercises
- Practical tips, do's and don'ts, and personalized feedback

Who should attend



- Professionals at all career stages
- Leaders and managers interacting with diverse clients or teams
- New hires, interns, and graduates entering the business world
- Customer-facing staff, sales representatives, and hospitality teams

Duration Options



- 2-Day Comprehensive Training (Including Cross-Cultural Etiquette)
- Customized Etiquette Coaching for Leadership Teams or Individuals

Some of our Clients





Let's Build Together



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