

An engaging one-day course to develop and fine-tune

Office Boys Presentability Grooming and Etiquette Skills

Course Overview

“You are your greatest asset. Put your time, effort and money into training, grooming, and encouraging your greatest asset.”-Tom Hopkins

The most obvious and best impression of an organization’s image on the outer world stems off from the image presented by employees in that company. Hence it is important that a corporate professional should not just look presentable, but also should be able to communicate and behave in a professional manner.

Conducting oneself in a business-like way in every aspect related to work, in terms of both approach and mindset, thereby, projecting a personal image of professionalism and effectiveness is what we call a “Working Image”.

Work Better Training’s informative workshop deals with the basics which are important for business environment grooming. We focus on dress/appearance, workplace versus social situations, business meetings, proper introductions and the ‘handshake’. Conversation skills/small talk, cultural differences affecting international business opportunities, dealing with interruptions, and proper business email and telephone etiquette are also an important part of the workshop.

Greater awareness of Grooming and Etiquette skills will help the executives to increase their poise and confidence. This will significantly change the impact that they have in any formal, professional and social situations.

Course Coverage

- Realize the advantage of developing a confident polished professional image
- Develop powerful positive and lasting impressions
- Learning Courtesies and Social Skills of the Business World
- Maintaining Conversations - The art of meeting, greetings and introductions
- Understanding Verbal & Nonverbal Communication Skills
- Enhancing Corporate and Social Image through Dress Codes
- Learning Grooming Basics
- Leverage on our physical appearance to enhance communication
- Learn how to use image to leverage relationship with officials and performance effectiveness

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Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training India. Sieger will charge on INR basis only.
- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance must be taken care by client only.
- Facilitators Travel, accommodation & Food must be taken care by the client (wherever necessary)
- Clients will have to arrange LCD, Speakers, Mike on their own.
- Cancellation of confirmed programmes shall be intimated one week in advance else 50% of the total charges shall be applicable.
- Client will recognize the intellectual property rights of Sieger Training and such materials are not to be copied without prior written approval of Sieger Training.
- Take all responsible steps to hold all Sieger Training copyrighted materials confidential to Client.
- Guarantee that no training will be conducted using Sieger Training concepts or material is carried out for employees of Client and Client shall not use Sieger Trainer's without the knowledge of Sieger Training Consultants (P) Limited.
- Ensure that any materials of Sieger Training supplied to internal employee(s) are retained by Client and or returned to Sieger Training if the employee(s) ceases to be employed by the company;
- Ensure that no substantive modification of course design or content occurs without the prior written permission of Sieger Training, which shall not be withheld unreasonably;
- Treat this agreement as confidential and not divulge its contents to third parties;
- Inform Sieger Training of any internal procedures for the payment of invoices.