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Office Etiquette, Image & Interpersonal Skills Training Seminar

Who Should Attend:

The target audience for this training seminar is professionals and salespeople, executives and anyone who wants to project a positive professional image for every occasion.

Objectives:

At the end of this training seminar participants will:

- Look, act and dress for your current position and where you hope to be
- Polish your professional speech
- Be aware of corporate protocol and courtesy
- Master social etiquette
- Develop a positive mental attitude

Content:

- Understanding organizational structure and reporting functions
- Office etiquette & protocols
- Being organized & effective
- Social graces
- Telephone etiquette
- The importance of image to your professional success
- Your self-image and your external image
- How your professional image influences your performance and the way others respond to you
- The key elements of image
- Verbal & Nonverbal communication
- Other factors affecting your image
- Putting it all together—your total executive image

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