

PERSONALITY ENHANCEMENT TRAINING

Business & Professional Etiquette

Master professional etiquette, enhance your personal image, and make a lasting impression in every social and business interaction.

2-Phase Program

Certified Trainers

500+ Students Trained

About the Course

Professional success is not determined by technical knowledge alone — it also depends on how you present yourself, communicate with others, and conduct yourself in different social and business situations.

This course is designed to help students, job seekers, and professionals develop polished interpersonal skills for today's corporate world — the etiquette expected in interviews, networking events, client meetings, business dinners, and formal gatherings.

By the end of this course, you'll carry yourself with confidence, communicate professionally, and leave a lasting positive impression wherever you go.

2

PHASES

4 Hrs

CONTENT

Live

INTERACTIVE

Yes

CERTIFICATE

Who Should Join

This course is ideal for students, job seekers, working professionals, entrepreneurs, managers, and anyone who wants to improve their professional image and workplace etiquette. No prior corporate experience needed.

What You'll Gain



Develop a polished professional image



Build confidence in business and social settings



Master workplace and networking etiquette

Course Structure

Phase 01 · Foundations of Professional Etiquette

This phase introduces the essential principles of professional etiquette and personal presentation, including how first impressions are formed.

WHAT YOU WILL LEARN

- Importance of Professional Etiquette
- Creating a Positive First Impression
- Professional Appearance and Grooming
- Greetings and Introductions
- Professional Body Language
- Handshake and Eye Contact
- Workplace Behaviour
- Respect and Professional Courtesy
- Communication Etiquette
- Time Management and Punctuality

OUTCOME

- Build a professional personality and create strong first impressions
- Improve workplace confidence and develop respectful communication habits

Phase 02 · Advanced Business & Social Etiquette

This phase focuses on professional interactions in business and social environments — communicating effectively, networking confidently, and conducting yourself in formal settings.

WHAT YOU WILL LEARN

- Business Meeting Etiquette
- Email and Digital Communication Etiquette
- Telephone and Virtual Meeting Etiquette
- Dining and Table Manners
- Business Networking Skills
- Introducing Yourself and Others
- Professional Conversation Skills
- Corporate Dress Code and Personal Branding
- International Business Etiquette
- Social and Formal Event Etiquette

OUTCOME

- Communicate professionally in every situation and network with confidence
- Demonstrate excellent dining and social etiquette, and represent your organization well

What Students Say

"I never realized how much etiquette influences career growth. This course helped me feel confident during client meetings and networking events."

Karan Malhotra

Marketing Executive

"The business dining and communication etiquette sessions were extremely practical. I now feel much more professional in formal settings."

Aditi Sharma

MBA Student

Frequently Asked Questions

Do I need prior corporate experience?

No. The course is suitable for beginners, fresh graduates, and experienced professionals who want to enhance their professional presence.

Is the course practical or theory-based?

The course focuses on practical learning through demonstrations, role plays, real-life business scenarios, and etiquette practice sessions.

How will this course help my career?

Professional etiquette improves your confidence, communication, leadership presence, and networking abilities in interviews, workplaces, and business interactions.

Will I receive a certificate?

Yes. Participants receive a Certificate of Completion after successfully completing the course.

**Ready to Present Yourself with Confidence and
Professionalism?**

+91 9036111000 | groomxfa@gmail.com | groomxfinishingacademy.com