



# Business and Social Etiquettes ......A Fine Sense of Decorum



#### Business Etiquette

- ✓ What to Wear and When
- ✓ Greetings including Hugs and Handshake
- ✓ Presentation, How? Directive Questioning Techniques for Proficient Results
- ✓ Verbal and Non-Verbal Communication
- ✓ Telephone Calls handling
- ✓ Mail Engagement and Follow-Up Courtesy
- ✓ Table Manners
- ✓ What to Eat and Drink
- ✓ Smoking Manners
- ✓ Parting Mannerisms
- ✓ Effective Communication through Colored Brain Processor
- ✓ Better decisions through Human Emotional Drivers
- ✓ How to enter and exit a conversation











#### Social Etiquette

- ✓ What to Wear and When
- ✓ Greetings including Hugs and Handshake
- ✓ Verbal and Non-Verbal Communication
- ✓ Telephone Calls handling
- ✓ Follow-Up Courtesy
- ✓ Table Manners
- ✓ What to Eat and Drink
- ✓ Smoking Manners
- ✓ How to seek a Dance
- ✓ Holding of Glass with Drinks while standing
- ✓ Location of Hanker chief
- ✓ Effective Communication through Colored Brain Processor
- ✓ Effective understanding through Human Emotional Drivers
- ✓ How to enter and exit a conversation
- ✓ Parting Mannerisms











### Take Aways Day ONE, and TWO!!

- Effective Adaptation to any Environment, both Business and Social through Self Empowerment
- Improved and Evolved Self Effective Persona
- Proficient Behavioural Environment
- Advanced Directive Result Oriented
  Communication
- Improved on the spot Analysis of Situations
- Pro-active Problem Solving and Decision Making
- Find the Total Complete YOU!!!!!

## **CONCLUSION**



<u>Contact</u>: Colonel Aalok Sood, International Master Trainer; +919910355044, +918427777447

<u>www.aalokcorporatetrainer.com</u>; <u>aalok@directivecommunication.com</u>



