

# *Lasting Impressions...*

## *Business Etiquette and Personal Grooming Program*

*Program dates: 15<sup>th</sup> and 16<sup>th</sup> February 2008.*

*Time: 9:30 am to 5:30 pm.*

*Venue: Hotel Le Meridien, Pune.*

### *Why Business Etiquette*

*The corporate sector in India is on the threshold of facing its biggest challenge, the global business challenge. Having been in the cocoon of a closed economy so far the floodgates has now been thrown open with the liberalization process. A torrent of competition from multi-national companies across the globe and from India's very own corporate giants has challenged the Indian business environment.*

*In today's scenario the world is shrinking and technology is truly making it a global village. Living in this world today has redefined social and business etiquette and manners.*

*We are living in a world where one has only fifteen seconds to make an impression. Etiquette, manners and personal grooming are increasingly playing an important role to open right doors. Today's executive needs to be globally smart and sophisticated. Winning, dining and entertaining in style have become key factors in clinching deals and cementing relationships. Understanding of different cultures, International business protocol, and right table manners has become a part of successful executive's life.*

*Let us assume that you are sitting with your clients and a guest passed you a bottle of vintage wine to be opened.*

*Is there some one who can show today's executives how to steer their way through unique situations and experiences that today's fast changing corporate life demands of them?*

*Welcome To **ECOLE SOLITAIRE BUSINESS ETIQUETTE PROGRAM.***

**Key Topics:**

- *Importance of Business Etiquette.*
- *Importance of Perception Management.*
- *Importance of Emotional Quotient for Better Etiquette Quotient.*
- *Table Etiquette.*
- *Knowledge of International Cuisine.*
- *Understanding Beverage Menus.*
- *Conversational Skills.*
- *Telephone Etiquette.*
- *Dressing Right.*
- *Power of Body Language.*
- *International Cultural Sensitivity & understanding.*
- *Right Behavior at parties, get together.*
- *Listening Skills.*
- *Personal Grooming.*

*Table etiquette training includes practical session over lunch.*

**Methodology:**

*A combination of Lectures, Exercises, Role - plays, Experience Sharing, Video Playback and Feedback.*

**Faculty:**

*Mr. Minocher Patel will be assisted by a Ecole Solitaire Table Etiquette Expert.*

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## Business Etiquette and Personal Grooming Program

### Registration Form

Please enroll the following executive(s) from my organization for the **Destination Success** workshop (Please attach a separate list for more than ten delegates).

Sr. No	Name	Designation
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		

**Company's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Tel Off:** \_\_\_\_\_ **Res:** \_\_\_\_\_ **Mobile :** \_\_\_\_\_

Enclosed is a Cheque / Demand Draft for Rs. \_\_\_\_\_, as delegate fees for \_\_\_\_\_ number of executive(s), drawn in favour of **Ecole Solitaire, Pune**.

Name Signature

#### **INVESTMENT DETAILS**

Delegate fee: Rs. 17,500/-\* per delegate. Early bird incentive: Rs. 15,000/-\* for delegate fees received 21 days prior to the program.

10% savings on registration of 3 or more delegates from the same organization.

\* Service Tax @ 12.36% is applicable

\* Non Residential Program

**For outstation participants accommodation can be organized on request at an additional cost.**

For Registration please contact us on :

E-mail : [training@ecolesolitaire.com](mailto:training@ecolesolitaire.com)

Phone : 020-26133926, 32921868, 65234735.

Websites : [www.ecolesolitaire.com](http://www.ecolesolitaire.com) / [www.minoherpatel.com](http://www.minoherpatel.com)