



MEETING CONSULTANTS

title

## BUSINESS ETIQUETTE

subtitle

### Rules of conduct in business relations

contents

In today's world, business customs, manners and approaches are undergoing rapid change, as a result of both technological developments and the use of new tools, and increasing contact with different cultures.

Hence, there is a need for us to know and adjust our behaviour in relations with others, both in the professional and private arenas.

The right rules of conduct often help us not only to improve relations, but also to facilitate the achievement of professional objectives in the professional world.

"Good manners make good business", as they say.

The issues explored in the seminar are: rules of conduct, verbal communication, written communication, official events etiquette, courtesy visits and the basics of international etiquette.

objectives

To improve behaviour and communication in interpersonal relationships within the working environment.

To gain knowledge of the rules to adopt in order to enjoy more effective and satisfying relationships.

target

The seminar is aimed at young people starting their careers and looking to improve their personal communication skills, as well as all professionals who want to foster successful relationships.

duration

- short module: 8 hours
- complete module: 12 hours