

# INTERNATIONAL BUSINESS ETIQUETTE, FINE DINING & POWER DRESSING WORKSHOP

15 AUGUST 2018  
09:00 AM - 6:00 PM

SUNVILLE BANQUETS  
9 DR. ANNIE BESANT ROAD, WORLI.  
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**“You are your greatest asset. Put your time, effort and money into training, grooming and encouraging your greatest asset.” -Tom Hopkins**

The objective of this workshop is to augment the self-image, dress sense, vibrancy and personal style of senior executives to international standards. The workshop teaches courtesies and social skills and thereby enhances professional image through charm and confidence. It is designed to give executives the skills needed to take their career to the next level.

## PROFILE OF THE TRAINER

Ms. Suneeta Sodhi Kanga freelances as a corporate trainer, mentor and coach in the area of good grooming, international etiquette, fine dining, wine appreciation, beauty and style etc. Suneeta has conducted innumerable workshops for senior managers and executives in more than 130 companies in India over the last 15 years which include prominent blue chip Indian and multinational corporates, banks, hotels, finishing schools and individuals.

From CEO's to top management to junior management employees – everyone has benefitted from her interventions.

Passionate about her work Suneeta is registered with innumerable companies as a vendor and thrives on repeat orders and has a loyal following.

She specializes in developing customized training modules and has a team of very hardworking, like minded and capable trainers who have been trained meticulously under her supervision and shadow her fun and interactive style of training.

### BUSINESS ETIQUETTE AND EXECUTIVE PRESENCE

### FINE DINING AND TABLE ETIQUETTE

### POWER DRESSING BUSINESS ATTIRE AND STYLE MANAGEMENT

#### INVESTMENT PER PARTICIPANT

₹ 10,000 (incl taxes)

#### EARLY BIRD DISCOUNT

₹ 8,500 (incl taxes)

For registrations before the 8th of Aug 2018

#### CORPORATE ADVANTAGE

Enroll 4 participants and get the 5th participation complementary

Payable by Bank Transfer/NEFT/Pay Order/Demand Draft/Cheque

Kindly get in touch to confirm your participation, we look forward to an extended association with you.

Disclaimer : We reserve the right to postpone any program due to insufficient enrollments



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### BUSINESS ETIQUETTE AND EXECUTIVE PRESENCE

- Business body language and posture – Art of sitting, standing and walking
- Conduct expected at a work place.
- Effective introductions and greetings
- The handshake – correct way of doing it
- Exchange of business cards
- Work place civilities
- General office courtesies
- Meetings. Board Rooms.
- Conferences. Seating protocol – placing people correctly
- Etiquette related to business entertaining and gifting
- Protocol in business related social engagements
- Off site and office parties

### FINE DINING AND TABLE ETIQUETTE

- Guest and host etiquette
- Party / cocktail etiquette
- At the table – do's and don'ts
- The order of the courses
- Formal, multi course, sit-down dinners – protocol and procedures
- Place settings and dinner placements
- Buffet meals – the dos' and don'ts' of it
- Use of crockery, cutlery, glassware, napkins, at formal and informal meals
- Eating etiquette - practical session on eating with forks, knives, spoons & bowls.
- Learning to eat with chopsticks
- Finger foods – food that should be eaten with fingers
- Eating Indian meals & related etiquettes
- Food habits in western countries
- Information on how to eat tricky foods
- Body language and conversations to be maintained at the dining table
- Beverages – classification of alcoholic beverages. How they are served, when and with what foods they are served
- Toasting and protocol related to very formal invites

### POWER DRESSING BUSINESS ATTIRE AND STYLE MANAGEMENT

- Power dressing
- Current trends in Indian and international business dressing
- Appropriate attire for conferences, formal and informal business meetings
- Dressing for business related social events
- The art of dressing with taste
- Use of appropriate accessories – scarves, ties, belts, shoes, bags, briefcases, jewellery etc.
- Managing personal hygiene – skincare, hair care, after shaves, eau de toilettes' and colognes

Valet parking available

