



GROOMING ETIQUETTE AND MANNERS

Etiquette Empowers Excellence



ABOUT THE COURSE

Our program equips individuals with vital etiquette, communication, and grooming skills essential for thriving in both personal and professional contexts. Through a comprehensive curriculum, participants gain confidence and expertise to navigate social interactions seamlessly and excel in their careers.

WHO CAN ATTEND?

- Targeting professionals, job seekers, students, and those eager to boost their professional image and interpersonal finesse.
- Tailored for all career levels, from novices to seasoned experts, offering adaptable learning for skill refinement.
- Customized to suit diverse backgrounds and career stages, ensuring effective skill enhancement for every participant.



ABOUT US

CREATORS is a leading name in the field of training and coaching dedicated to enhancing the potential of individuals and fostering a culture of empowerment. With a focus on professional and personal growth, we offer tailored solutions designed to bring out the best in every individual and team.



COURSE CONTENT

INTRO TO ETIQUETTE & MANNERS

- Etiquette and Communication
- The Power of First Impressions
- How to Introduce yourself
- Social and Professional Etiquette

GROOMING FOR SUCCESS

- Formal Dressing & Casual Dressing
- Understanding Your Personal Style
- How to choose Suit, shirt, Trouser and Tie
- How to Choose and Use Accessories for Men & women
- How to choose Footwear and Socks
- Dealing with Body Odour, Bad Breath, Hair & Nails

BUSINESS ETIQUETTE

- Email & Phone Call Etiquette
- Social Media, Zoom and Google Meet Etiquette
- Social and Professional Etiquette

COURSE CONTENT

BUSINESS MEETING ETIQUETTE

- Business Card Étiquettes
- Importance of Agenda & Meeting Minutes
- Punctuality and Time Management
- Active Participation and Listening Skills
- Meeting Management Techniques

DINING ETIQUETTE

- American & Continental Styles of Eating
- Proper Use of Utensils
- Napkin & Cutlery Etiquette
- Guidelines for Drinking Soup & Tea
- How to Pass the Food
- Posture & Behavior during dinner

BODY LANGUAGE ESSENTIALS

- Projecting Confidence
- Facial Expressions & Eye Contact
- Posture, Hand Gestures & Handshakes
- Reading Non-verbal Cues
- Meanings of different body postures
- Body Language for Public Speaking
- Tips for Interview & Professional life

PRACTISING ETIQUETTE IN DAILY LIFE

- Integration of Skills in daily life
- Role-Playing Exercises
- Creating Lasting Impressions
- Committing to a Polished Lifestyle

MASTER COACHES



ISHAN SURANI

An MBA holder in Ele. Er., is a master in management and E-commerce Business Strategy, enriching our training with a blend of technical and business acumen.



VIVEK SURANI

He is armed with a SHRM Degree and a Leadership Skill certification from IIM-Ahmedabad, boasts 25 years of experience as a charismatic speaker, adeptly training countless individuals.



Institute of Self Management



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