

[YOUR LOGO]

INTERNATIONAL BUSINESS ETIQUETTE

[PRESENTED TO COMPANY NAME]

With increasing globalization and use of technology, the business market is more competitive than ever. This makes it essential to understand how your words, actions and gestures impact others in various business settings. Knowing the expected rules and customs is essential to getting a job, making more money and moving up the corporate ladder.

This International Business Etiquette workshop is ideal for anyone who needs to enhance their business etiquette soft skills for meetings, the office, business mixers or on the road - anywhere in the world. The following topics will be covered in this workshop:

TODAY'S WORKSHOP WILL INCLUDE:

- ◆ Effects of defective behaviour
- ◆ Networking and business mixers
- ◆ Greetings and handshakes
- ◆ Workplace decorum
- ◆ Electronic communication
- ◆ Non-verbal communication

Approximate time: 3 hours

Facilitator: [Your name]
Tel: [xxx-xxx-xxxx]
[www.xxxxxxxx.com]