

Email Etiquettes For Working Professionals

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Brief Overview:

Email etiquette refers to the set of guidelines and best practices that individuals and organizations should follow when sending and receiving emails. Proper email etiquette is important in both personal and professional settings, as it helps maintain effective communication, professionalism, and respectful interaction.

The Workshop would cover various aspects of drafting emails and the tools available.

By adhering to these email etiquette principles, one can maintain effective and professional communication while showing respect for recipients and enhancing overall communication skills with brevity, clarity and accuracy.

Session content:

- What are Etiquettes and Why is it Required?

Preparations before Starting to Write and while Writing an Email

Subject of the Email

Salutations or Greetings CC and BCC: Reply All and Forwarding

Attachments in the Email

Body of the Email

Sign off and Signature

Timing of the Email

Some Dos and Don 'ts

For Whom:

- Managers & Executives of all verticals

Supervisors

Entrepreneurs

Trainers

Faculty Members

Students

Key Takeaways:

Use a professional email address.

Write clear and concise subject lines.

Maintain a professional and respectful tone.

Be concise and to the point.

Proofread for errors.

Respond promptly

Include a professional signature

Facilitator profile:

Ms Malini Nair

Her career path spanning 18 years, that wound through entrepreneurial and corporate experiences enlightened her of another equally important but often ignored factor— People/Soft Skills. The succeeding 9 Years of her career have been a symbiosis of her technical skills and people skills.

She can design a training programme, develop a model to conduct it and also deliver it

Her training sessions are very interactive. It is rich mix of activities, role-plays, games, questionnaires, videos, group discussions and presentations. She conduct both online and offline programs.

It has been a Win - Win Situation where she has learnt a lot from the participants and also been able to make a difference in many individuals.

Fee Details:

- **Fee Details**
- Member amount : Rs 0.00- (Including 18%GST)
- Non Member amount : Rs 0.00- (Including 18%GST)
- Total Member count :