

# Workplace Etiquette

15 October 2025 10:00 AM - 15 October 2025 05:30 PM

## Brief Overview:

- Impressions do matter, especially the first one in business circles. Mastering etiquette is the hallmark of professionalism. Business Etiquette is all about carrying yourself respectfully and courteously in the work place. Your attitude and how you interact with your colleagues, clients determines the result of a deal, influences a first impression or impressing a prospective client. Office Etiquette is a combination of social values like respect for others, politeness, good manners and social skills like Emphatic listening, conversation, positive body language and interpersonal skills. Your Professional attire, grooming, meeting etiquette, electronic etiquette ensure harmony and success in your workplace, profession or business circles.

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## Session content:

- Etiquette and its significance in the work place
- Professional Appearance for men and women (Dressing and Grooming)
- Office Space Etiquette (Desk, office equipment, shared spaces)
- Communication Etiquette (Verbal, Non-Verbal, Listening Skills, Body language) Meeting Etiquette (Meeting, greeting, Handshakes, 1-on-1 meetings, group meetings)
- Digital Etiquette (E-mail, Virtual Conference, social media)
- Team Etiquette (Positive relationships, conflict management, Difficult conversations, Teamwork)
- Cultural Etiquette (brief Understanding of the cultural differences)

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## For Whom:

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## Key Takeaways:

- Importance of Etiquette
- Grooming and good manners
- Right behaviour with other stake holders Office etiquette
- Telephone etiquette
- Electronic etiquette
- Meeting Etiquette

- Online meeting etiquette
- Positive Body language
- The art of conversation - Listening
- Emphatic communication.

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## **Facilitator profile:**

**Mr. Vijayakumar Pitta**

**Corporate Trainer**

- Mr. Vijayakumar Pitta M.Tech (IIT Kharagpur) & M.A Psychology .
- He Has worked for 2.5 decades in global and multinational companies working in multiple regions /countries, before starting on his own. He has blended experience of technology and psychology. He has the experience of managing large and complex projects/programs and managing large teams.
- He is certified PMP, Certified EI coach, Certified NLP coach, Soft skills/Behavioral skills/Leadership trainer, Accredited Mental Health trainer , Certified Cognitive Behavior Therapist (CBT), Certified POSH trainer., Certified Outbound Facilitator and Certified Workplace Happiness Specialist.
- He has conducted several impactful leadership trainings, campus to corporate trainings, skill development trainings, and career counselling sessions to groom the emerging leaders to take on the challenging roles in their careers.
- He has helped the organizations in end-to-end implementations of organizational change management initiatives and organizational development initiatives. His focus has been on effective employee engagement and employee development initiatives.
- Currently, he has been providing trainings related to Softskills/ Leadership skills, Mental Health, Emotional Intelligence, Stress Management, Employee Well-being and Happiness and Cyber Psychology related aspects.
- He has impacted 3500+ people with his trainings/ coaching/ counselling sessions in the last 2 years.

## **Fee Details:**

- **Fee Details**
- Member amount : Rs 1500.00- (Including 18%GST)
- Non Member amount : Rs 1750.00- (Including 18%GST)
- Total Member count :