



SKILL MASTERS ACADEMY

LLP0006698-LGN

LEARNING MODULES & ITINERARY “CORPORATE GROOMING AND BUSINESS ETIQUETTE”

One - Days Training Schedule - Time: 9:00 AM - 5:30 PM

Session Plan

9:00 AM – 9:15 AM -Welcome & Introduction

- Trainer intro
- Course overview and expectations

Morning Session

9:15 AM – 10:00 AM - Module 1: Image Analysis

- What is image?
- How is image formed?
- Image audit

10:00 AM – 10:45 AM - Module 2: Dining Etiquette

- Table manners
- Table setting
- Business lunch scenarios

10:45 AM – 11:00 AM - Morning Tea Break

11:00 AM – 12:15 PM - Module 2 (continued)

- Etiquette of a host/guest
- Module 3: Tips on Good Grooming**
- Image spoilers
 - Magic of colors

12:15 PM – 1:15 PM – Lunch Break

Afternoon Session

1:15 PM – 2:15 PM - Module 4: Dressing With Impact

- Dress sense
- Body shapes
- Style and color choice

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2:15 PM – 3:00 PM - Module 5: Dressing Right

- Analysis and review

3:00 PM – 3:15 PM - Evening Tea Break

3:15 PM – 4:15 PM - Module 6: Deportment and Poise

- Graceful movements, posture, walking, sitting

4:15 PM – 5:15 PM - Module 7: Business / Social Etiquette

- Office etiquette
- Comfort zone
- Introductions
- Handshakes
- Business cards
- Body language
- Meeting manners
- Speaking with confidence

5:15 PM – 5:30 PM - Closing Remarks & Certificate Presentation

END

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