

Lasting Impressions **A Business Etiquette Program**

Program Duration: 2 Days

Time: 9:45 am to 6 pm

Date: 4th to 5th October 2013

Venue: Hotel Le Meridien, Pune

Program Outline:

- Importance of Emotional Quotient for better Etiquette Quotient
- Importance of Attitude for better Etiquette Quotient
- Importance of Etiquette & Manners
- Importance of Perception Management
- Importance of Business Etiquette & Protocol
- Office Etiquette
- *Table Etiquette
- Do's & Don'ts of Table Etiquette
- Handling Cutlery
- Knowledge of International Cuisines
- Understanding Beverage Menus
- Conversational Skills
- Telephone Etiquette
- Dressing Right
- Power of Body Language
- Listening Skills
- International Cultural Sensitivity & Understanding
- Social Skills
- Right Behavior at parties, Office get together
- Personal Grooming & Personal Hygiene
- Do's & Don'ts of Personal Grooming & Personal Hygiene
- Effective Wardrobe Planning
- Art of Entertaining & getting Entertained

**Training includes a 4-course sit down lunch.*

Methodology:

A combination of Lectures, Self Assessment Test, Videos, Role Plays, Experience Sharing, Video Playback and Feedback.

Faculty for Program:

Mr. Minocher Patel

Founder Director - Ecole Solitaire & Table Etiquette Expert



Ecole Solitaire
*India's first residential finishing school
& International Corporate training consultancy*

Who should attend?

Middle & Senior Level Managers

Investment Details: *The Fees is Inclusive of Stationary, Lunch & Tea/Coffee, and Certificate.*

Training Fees: - Rs. 20,000 + Service Tax (12.36%) per participant

- An Early Bird Fees of **Rs. 18,500 + Service Tax (12.36%)** can be availed for registering before **11 September 2013**

Group Discounts:

- For 3 or more participants from the same organization a 10% discount can be availed
- For 5 or more participants from the same organization a 15% discount can be availed
- For 8 or more participants from the same organization a 20% discount can be availed

For Registration contact:

Ms. Sona Sethi – +91 9881690609 or 020 65234735 – training@ecolessolitaire.com or 020 32921868 – corporate_relations@ecolessolitaire.com

To know more please visit us at www.ecolessolitaire.com & www.minocherpatel.com



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REGISTRATION FORM
Lasting Impressions
A Business Etiquette Program

Please enroll the following executive(s) from my organization for the **2 Days Business Etiquette Program**

(Please attach a separate list for more than ten delegates).

Sr. No.	Name	Designation
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		

Company's Name _____

Address: _____

Email: _____ **Fax:** _____

Tel Off: _____ **Mobile:** _____

Enclosed Cheque / Demand Draft for Rs. _____, as delegate fees for _____
number of executive(s), drawn in favor of **Ecole Solitaire, Pune.**

Name

Signature