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DVORAK



## Learning Objectives

- ✔ Be more intentional and strategic in business etiquette, as opposed to relying on intuition alone
- ✔ Recognize ways to implement business etiquette under a variety of conditions/circumstances
- ✔ Define business etiquette
- ✔ Provide examples of business etiquette and its benefits in the workplace
- ✔ Understand how to make a good impression, the importance of an effective introduction, and the meaning of colors in dressing for success
- ✔ Networking for success
- ✔ Minimize nervousness
- ✔ Understand name memorization
- ✔ Understand how to develop your business identity, powerful language, and self confidence
- ✔ Develop a personal business mission statement
- ✔ Facilitate meetings properly

### Additionally, this program will:

- ✔ Motivate & inspire attendees
- ✔ Serve as a source of optimism
- ✔ Create the vision of professionalism
- ✔ Consistently communicate a professional vision
- ✔ Initiate and implement change to meet business etiquette goals
- ✔ Provide the resources and support to encourage change

## Program Description

Understanding how to conduct yourself as a seasoned business professional is what separates one organization or individual from another. Those that learn, practice and live proper etiquette while developing and maintaining business relationships reap the benefits and always have an edge up on their competition.

This Business Etiquette Training Keynote/Workshop provides the tools and guidelines to become a successful business professional in a host of unique situations. Improving your business etiquette skills is the beginning of improving performance throughout your organization/career.



## Duration

- 45-60 Minute Keynote
- 2-4 Hour Breakout Session
- 6-8 Hour Full Day Training

This program can be customized for any event including:

- ✔ Breakfast / Lunch / Dinner
- ✔ Recognition Ceremonies
- ✔ Sales Meetings
- ✔ Management Conferences
- ✔ Corporate Retreats
- ✔ Special Events

