

## Visual Code and Social Etiquette ([Aminotes](#))

*Visual code and social etiquettes* are integral for a first impression in a professional environment as well as social circle. These define a particular behaviour according to which one is expected to act. These are on the same lines of the conventional norms set up by society, social class or group.

**Power dressing** is a style of clothing and hair intended to make wearers appear authoritative and competent, especially in professional settings in business, law and government. It helps the wearer in conveying authority, power, distinction, self-confidence, trustworthiness, sincerity to colleagues and customers, and makes good first impressions.

**Fine dining etiquette** is typically designed for a formal setting and the rules do not apply during casual meetings or social gatherings. A specific seat is allocated to every individual and food is served very precisely by waiters or servers. Fine dining etiquette can also be referred to as table manners. It is essential to be familiar with the techniques of fine dining so as to avoid discomfort during formal interactions such as wedding receptions or business meetings.

**Office Party Etiquette** teaches an individual how to behave at office parties, dinners and get together. It is essential for an individual to behave sensibly at office parties.

- **Try to reach on time.** Being late to parties might annoy your boss. Be present at the venue a little early and check whether all necessary arrangements have been made or not?
- **Be careful about what you wear.** Party at the office does not mean one has the liberty to wear revealing clothes. Wear something which looks good on you. Avoid wearing heavy jewellery to office parties. Remember simplicity is the best way to create an everlasting impression. Do not wear skimpy dresses or something which shows much of your skin.
- Do not bring your kid, spouse or any other family member at office parties unless invited by your superiors. You would be busy attending your family members only and eventually ignore others.



- **Maintain the decorum of the place.** Remember your superiors are keeping an eye on you every moment. Don't do anything which questions your education, family background and upbringing.
- Office parties are a good way to win over your boss. Check whether he needs something or not? Whenever you get an opportunity, do tell him how good you have performed this month. This will help you later, etc.

**Business Travel etiquette** teaches an individual how to behave while travelling for a business purpose and sharing space with your business counterparts.

### **Attire**

Your attire is the first key to successful business travel. If your schedule allows, travel in comfortable clothes and change when you get to your destination. This will keep your stress level down and help keep you focused on your mission. Pack an extra outfit or suit even if you are only staying for the night. Your business attire should match or can be just a little more formal than the normal attire of the company you are visiting. Skip the casual-Friday dress and present yourself in a professional manner to ensure making only the best impression.

### **Transportation**

Whether you are traveling by car, train or plane, it is important that you maintain etiquette throughout the trip. If you are driving, make sure you have mapped out your trip even if you are using a GPS device. Have your train or plane tickets ready before you get in line and respect all attendants. If you conduct any meetings while in transit, make sure to respect those around you. Keep your voice low to avoid aggravating your neighbors and maintain confidentiality.

### **Punctuality**

Maintaining punctuality is one of the easiest ways to make a good impression on business clients or associates. Timely or early arrivals show you are attentive and dedicated to the business relationship, its goals and its success. When you create your travel schedule, allow time so you can get from one point to the next without having to rush.

### **Cell Phones, Laptops, PDAs**

Technology has become nearly a requirement in every industry. If you are traveling with your cell phone, laptop, or PDA, be aware of how you use it. Your use of



technology should never interrupt a business meeting or engagement. If you receive an important phone call, excuse yourself and thank people for their patience when you return. If you normally type meeting notes on your laptop when you are at home, consider writing them by hand on a business trip. Others may find typing disrespectful or annoying.

## **Negotiations**

Have all your ideas and facts in order before any meeting; be ready to thoroughly address any concerns or questions that arise during your negotiation sessions. If you are traveling internationally, familiarize yourself with the nation's culture and traditional business practices. While American business affairs and negotiations are generally conducted in a fast-paced manner, the conduct of business in other countries is much slower. For instance, the business cultures in the UAE and China prioritize respect and trust over getting things done quickly.