

Presentation on the Topic : Etiquette in Business



WELCOME



Outline

- Introduction
- General Etiquette Practices
- Business Etiquette
- Body Language in Communication
- Cultural Differences
- Etiquette in the Digital Age
- Etiquette in the Workplace



Introduction

- Definition of Etiquette
- Importance of Etiquette
- Different Types of Etiquette
- Evolution of Etiquette



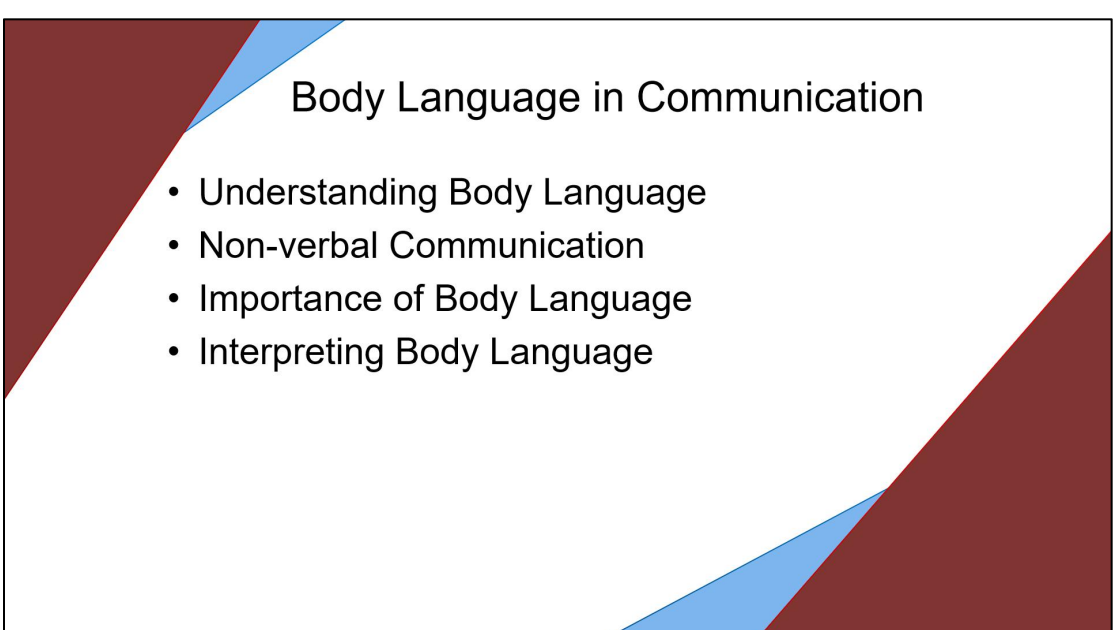
General Etiquette

- Social Etiquette
- Dining Etiquette
- Communication Etiquette
- Travel Etiquette



Business Etiquette

- Professional Dress Code
- Meeting Etiquette
- Email and Phone Etiquette
- Networking Etiquette

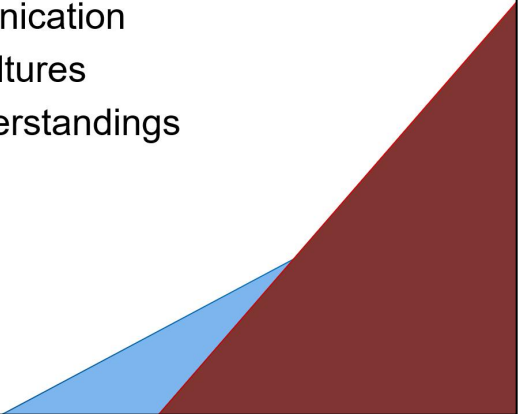


Body Language in Communication

- Understanding Body Language
- Non-verbal Communication
- Importance of Body Language
- Interpreting Body Language

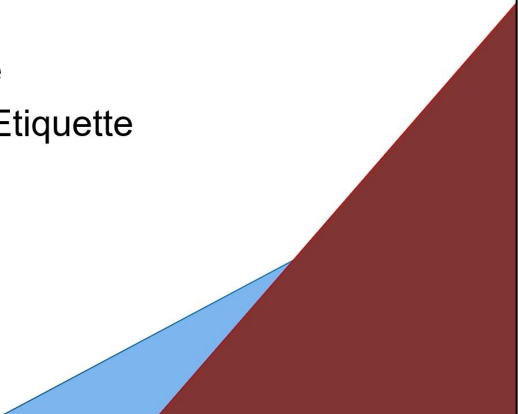


Cultural Differences in Etiquette

- Global Etiquette
 - Cross - Cultural Communication
 - Adapting to Different Cultures
 - Avoiding Cultural Misunderstandings
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Etiquette in the Digital Age

- Online Etiquette
 - Social Media Etiquette
 - Cybersercurity Etiquette
 - Digital Communication Etiquette
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Etiquette in the Workplace

- Office Etiquette
- Teamwork Etiquette
- Conflict Resolution Etiquette
- Leadership Etiquette

Summary

- Benefits for Career Growth
- Business etiquette is about proper communication to build positive relationships and a favorable working environment.