

Programme on Manners & Etiquette

Sunday, April 28, 2019 - 9.30 a.m. to 1.30 p.m.



Venue: AMA Seminar Hall, AMA Complex, Torrent-AMA Management Centre, Core-AMA Management House, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015.

Program Synopsis: What to say, how to say? What to do, how to do? What is right, what is wrong? These are some of the things which every child begins with and continues to learn throughout one's life. They are nothing but the manners and the etiquette which we continuously grapple with. Human beings simply can't do away with them in any walk of life. Manners and etiquette have always been synonymous with human civilizational progress. All cultures take pride in their respective manners.

These manners and etiquette assume even greater significance in business set-up, since there we get to meet and interact with people from different cultures, backgrounds and nationalities. How do we then follow the correct etiquette? How do we know what is accepted where? Fortunately, when it comes to business manners and etiquette, there are internationally accepted norms and standards which are followed by majority of the countries. These norms, though being highly standardised also take care of various cultural nuances.

In this program, the participants will get to learn and discuss various forms of business manners and etiquette followed internationally. The program, while addressing business manners, will also touch upon social manners which will help participants in their professional as well as personal lives.

Target Audience: All levels

Program Contents

- Manners & Etiquette?
- General Office Manners
- Introducing People
- Responding to Introductions
- Business Cards Etiquette
- Business Meetings' Etiquette
- Dress Codes
- Business Attire/Dressing
- Business Dining: Some Basics; Tea Etiquette; Table Layout
- Few Don'ts
- Travelling Etiquette
- Random Tidbits
- Discussion & Summing up

Faculty: Mr. Nalin Kumar Thakur, (Chief – Strategy & Global Operations), Fibre2Fashion Pvt. Ltd., Ahmedabad. Ex Group Director (Talent Management & Business Processes) in Anil Group of Companies; Experience of 30+ years in Tata Steel and Anil Group of Companies; Held multiple leadership positions for around 20 years across HR, Business Processes & Systems, Information Technology, Sales & Marketing, Corporate Planning, etc.

Fee: Rs.800/- per participant inclusive of GST. (Towards programme fee and lunch). The cheque may please be drawn in the name of '**Ahmedabad Management Association**'.

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April 28, 2019

Registration Form: Please fill-in and return this form along with participation fee to:

Ahmedabad Management Association, AMA Complex, Dr. Vikram Sarabhai Marg,

Ahmedabad 380 015, Phone: 079-26308601-5 • Mobile: 9537407187, 7069940917, 7203030990

E-mail: ama@amaindia.org • Website: www.amaindia.org • Android Mobile App: AMA-Ahmedabad amaIndia.org

Name(s)	Position
1.	
2.	
Organization:	
GST No.:	AMA GST No.: 24AAATA 5881D1Z0
Address:	
	Pin Code:
Phone:	Mobile
E-mail:	<input type="text"/>