

A

Good Manners & Etiquette

Duration: 3 days - Monday to Wednesday (6 hrs.). Age: 13 to 22 years

Batch	Date	Time
Batch-1	April 16-18	10.00 a.m. to 12.00 noon
Batch-2	April 23-25	10.00 a.m. to 12.00 noon
Batch-3	April 30-May 2	10.00 a.m. to 12.00 noon
Batch-4	May 7-9	10.00 a.m. to 12.00 noon

This programme suggests some of the most important aspects of life. Understanding and developing good manners and etiquette will be discussed in the programme.

Coverage:

- **General:** Dress-Sitting-Standing-Walking-Food and Table Manners-Speaking- Listening-Music-Maturity-Empathy, Consideration for others.
- **Social Life:** Entertaining-House Guests-Family, etc. At Work: Punctuality-Variou Relationships-Gossiping-Criticising –Interview. Student-pTeacher Relationships, etc.
- **Communication:** Art of Conversation–Telephone Manners, etc.
- **Mannerisms:** Showing off – Repetition – Gestures, Idiosyncracies, etc.
- **Travel:** Fellow Passengers – in Public Places – Airport – Railway Station – Hill Stations – Hotels.
- **Human Relations:** Smile – Appreciation – Anger – Apology – Criticising – Complaints – Arguments – Laughing – Belittling – Borrowing and Lending – Sports – Relaxation, etc.
- **Positive Thinking:** Faith – Prayer – Positive Mental Attitude and more ...

Faculty : Mr. Suresh Mashruwala
Professional Commentator and Trainer

Fee : Rs.300/- per participant per batch.

