



positive workplace etiquettes

mature workplace conduct

Focusing on positive workplace etiquettes helps you work toward a work enabling environment.

Right workplace attitude makes the job easy for people with supervisory responsibilities. Also, it improves workplace co-ordination resulting in better productivity & improved morale. Hence, these are essential to the success of the organisation.

Contents

Starting work

- Well rested

- Positive frame of mind

Roles & relationships

- How I see my team

- How my team sees me

Important elements of people dealing at workplace

Do's

- Respect for individual

- Work focus

- Supporting behaviour

Don't's

- Misbehaviour

- Domination

- ill treatment

- Insensitive conduct

Take Away

On attending this training workshop, the participants will have a fresh perspective on the importance of positive workplace etiquettes in the context of routine work.

To benefit from this training workshop as an organization or, an individual or, a group, please [contact us](#).

Objectives

Learn professional conduct

Dealing with people

Get familiar with important interpersonal skills at workplace

Who should attend?

Operative level, Middle level, Senior level

What is the duration?

1 day, 2 days, 3 days, 3 ½ days

[choose duration](#)

Interaction language

Hindi, English, Hindi/ English

Methodology

Multimedia Presentation

Lecture

Facilitated Discussion

Group exercise

Individual exercise

Study material

Anecdotes

Role plays

Inventory

Games

Q & A

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