



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.

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