

St. JOSEPH'S DEGREE & PG COLLEGE

(Autonomous), Affiliated to Osmania University

King Koti Road, Hyderabad

DEPARTMENT OF COMMERCE

A REPORT ON CORPORATE ETIQUETTE WEBINAR

NAME OF THE EVENT: CORPORATE ETIQUETTE WEBINAR

TOPIC: INTRODUCTION TO VARIOUS CORPORATE ETIQUETTE

OBJECTIVE OF THE EVENT: The objective of the webinar is to orient the final year students about the importance of Corporate Etiquette.

OUTCOME OF THE EVENT: By the end of the webinar students understood the importance of various Corporate Etiquette.

DATE, TIME, & VENUE: The webinar was conducted on 26th, 27th and 28th May 2021 for the different batches of final year students from 11 AM to 1:30 PM over Google Meet.

NAME AND DESIGNATION OF RESOURCE PERSON: Dr. Arijit Santikary

A BRIEF REPORT:

It was a 3 Day workshop organized for the Final year students for them to understand the various corporate etiquette and its importance. The taxiing of the event began with a set of "ICE BREAKER RIDDLES" to get all the students on track. Once the Speaker found the runway clean with the cooperation of all the students, the Webinar took off with an indulgence into the strong & deeper concepts, like- Concept & Meaning of Etiquette; Difference between Social & Corporate Etiquette; Types of Business Etiquette; STAR method of Etiquettes & concepts of Attitude, Body Language, etc. Further, he also covered the importance of posture and personal space, few tips and tricks with respect to grooming and dressing. He ended the sessions with a self-assessment form for the students to reflect on their understanding about the webinar.

LIST OF PARTICIPANTS:

Name	Class
Mamta Halinge	B. Com honors final year
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D Sharanya	B.COM PROFESSIONALS 3
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NO. OF PARTICIPANTS: 159

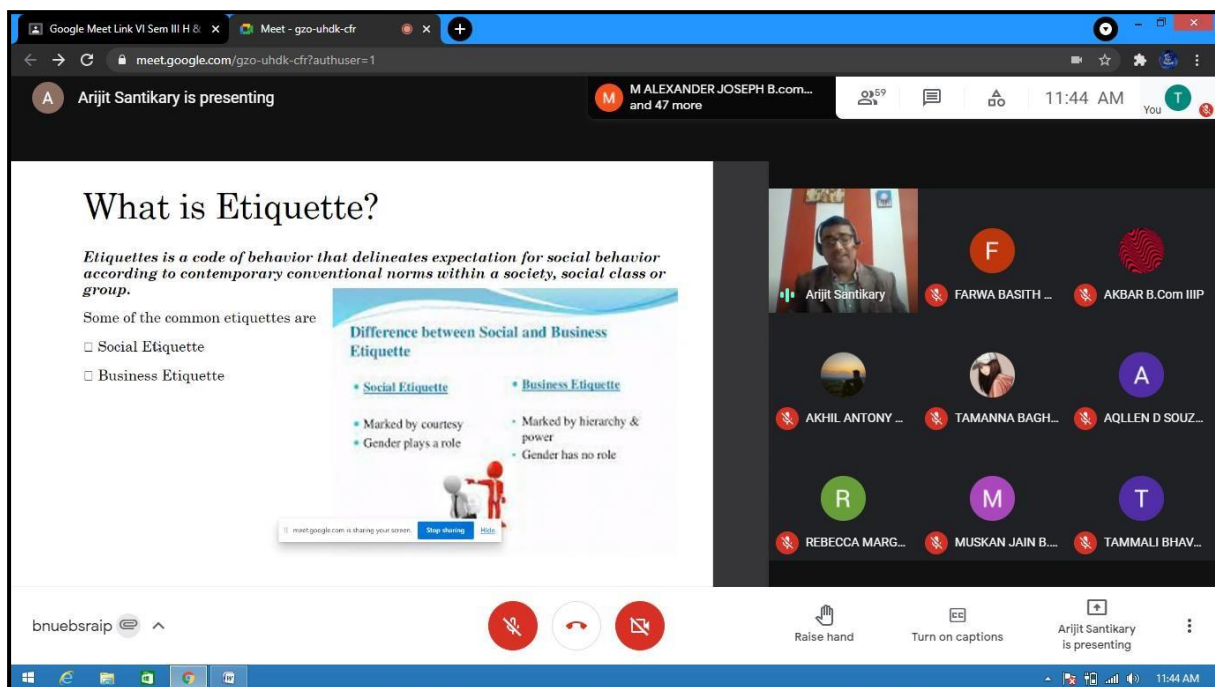
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PHOTOGRAPHS:



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The First Impression You Make Is Critical to Success

AABC of Impact

A – Appearance

- Grooming
- Formals
- Business Casuals

B – Body Language

- One-to-One
- While making Presentations
- Attending a Meeting

C – Communication

- Email
- Telephone Etiquette

A- Attitude

- Positivity
- Smile

positive attitude

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Grooming Tips for Boys

- Accessories for men –
- Glasses: The look should be small and stylish.
- Do not wear glasses when talking to your seniors.
- Watches - Buy one with a leather or metal band
- Pen – Invest in a good pen and always keep it in the pocket of your shirt.
- The quality of your pen speak a lot about your appearance.
- Rings – Wear 1 or maximum 2 rings.
- Hand Bands – Don't wear too many threads or bands in your hands.
- Chap Hand bands should be avoided.

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Hand Gestures

- Having more open palm movement shows the person is polite



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Parts of an Email - Greeting

- Using a name in the greeting:
 - Ensures recipient that message is for him/her
 - Is a social nicety
 - Develops rapport & connection
 - Creates a more professional impression
- Deciding on the title:
 - Formal greeting – Use Mr. or Ms. (E.g.: “Mr. John Smith” or “Ms. Sager”)
 - Informal greeting – Use only first name (E.g.: “John”)
 - Casual Greeting – Use full name without title (E.g. “John Smith”)

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1:35 PM

Business Card Etiquette

Receiving Business Cards

- Give with both hands and receive with both hands.
- When you receive it, pause a moment and look at it before you put it away.
- Do not put the card in your wallet. It should go properly in your business card holder or business organizer.
- Do not write anything on the business card.
- As you receive it and put it away, put it away gently. Have respect for other people's business card.
- Do not chuck them on the table, or into a visible pile on your desk, or your back pocket or your handbag.

Participants:

- Arijit Santikary
- GAUTAM BOTHRA
- MOHAMMED WA...
- MUSKAN JAIN B...
- AKBAR B.Com IIIP
- FARWA BASITH ...
- TAMANNA BAGH...
- SAHIL JAIN B.Co...
- DANIEL DAVID A...

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