London TDM

Administration and Office Management Training Courses

Course Venue: United Arab Emirates - Dubai

Course Date: From 05 April 2026 To 09 April 2026

Course Place: Downtown Dubai

Course Fees: 5,000 USD

Introduction

In the competitive world of business, the ability to present oneself professionally and interact with others using proper etiquette can significantly influence career success. This 5-day course on "Business Etiquette and Professional Image" is designed to equip participants with the skills necessary to navigate the business world with confidence and poise.

Objectives

- Understand the fundamental principles of business etiquette.
- Enhance professional communication skills.
- Develop an impactful professional image.
- Learn strategies for effective networking.
- Apply etiquette principles in digital communication.

Course Outlines

Day 1: Understanding Business Etiquette

- Introduction to business etiquette and its importance.
- Understanding cultural differences in business etiquette.
- Overview of professional conduct in various business settings.
- Key principles of maintaining professional relationships.
- Practical exercises and role-playing scenarios.

Day 2: Professional Communication Skills

- Effective verbal and non-verbal communication techniques.
- Mastering the art of active listening and feedback.
- Polishing written communication skills, including email etiquette.
- Strategies for clear and confident speaking.
- Handling difficult conversations with tact and professionalism.

Day 3: Developing Your Professional Image

- Understanding the components of a professional image.
- The importance of grooming and appropriate business attire.
- Building personal brand through professional image.
- Non-verbal cues and their impact on professional perception.
- Interactive discussions on personal style and presence.

Day 4: Networking for Success

- The role of networking in professional development.
- Strategies for building and maintaining a professional network.
- Effective use of social media for networking purposes.
- Etiquette in networking events and meetings.
- Practice networking sessions and feedback.

Day 5: Digital Etiquette and Closing the Course

- Understanding digital communication etiquette.
- Managing professional presence on digital platforms.
- Do's and don'ts of virtual meetings and webinars.
- Review and reflect on course learnings.
- Certification ceremony and course wrap-up.