



# RUKMINI DEVI

## Institute of Advanced Studies

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### "Session on Etiquettes"

<b>Topic :</b>	Session on Etiquettes for students of MBA I Semester
<b>Date of event :</b>	August 12, 2011
<b>Aim of the Event</b>	<p>In modern society good manners, etiquette, and cross cultural communication play a very important role in the development of a working international business environment. The rules of proper etiquette and protocol have been around for years, but they are far more important in this day and age than ever before. Implementing proper etiquette and protocol skills into everyday life should be habit for everyone. After all, a person who displays proper etiquette not only feels good about himself, he also makes those around him feel important and respected.</p> <p>It is a fact that a lasting impression is made within the first seven seconds of meeting someone. Seven seconds is an extremely small amount of time, so it is important for students in particular to rely on etiquette skills and social graces to ace that first impression.</p> <p>All of this was the motivation behind the event.</p>

<p><b>Description of the event</b></p>	<p>In order to achieve business success, students must be able to adapt to ever-changing situations and act with confidence. Displaying proper etiquette will get one noticed and obviously being noticed is great for business! For example: There are two people being interviewed for a top position at a large company. One is late and not dressed appropriately. What is more, he makes the mistake of not making eye contact when speaking to the interviewer. But the other prospect is early for the appointment and dressed in a suit. He also makes the effort to be assertive and eager during the interview. Who do you think will be chosen for the top position?</p> <p>The session started with a discussion of different types of etiquettes which can affect the working environment...greetings, handshake, eye contact, body language, gestures, dressing sense, cubicle manners, phone manners, dining basics and social networking to name a few. The students were given practical examples by conducting an activity regarding handshake. In the end, students response was judged with the help of multiple choice questions regarding etiquettes.</p> <p>It is for sure that the person who displays proper business etiquette will always have the edge in such and every other situation!</p>
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