

CORPORATE ETIQUETTE AND BUSINESS PARTNER RELATIONSHIP MANAGEMENT

COURSE OVERVIEW

The "Corporate Etiquette and Business Partner Relationship Management" course is designed to equip professionals with the essential skills and knowledge to navigate corporate environments with professionalism and establish strong relationships with business partners. Over five days, participants will learn the principles of corporate etiquette, develop effective communication and interpersonal skills, and understand the key elements of successful business partner relationship management. Through interactive sessions, role-plays, and practical exercises, participants will enhance their professional presence and build the capabilities necessary for building and maintaining productive business partnerships.

TARGET COMPETENCIES

- Corporate Etiquette and Professionalism
- Effective Business Communication
- Professional Presence and Image Management
- Networking and Relationship Building
- Business Partner Relationship Management
- Negotiation and Conflict Resolution
- Cross-Cultural Awareness and Adaptability.

COURSE OBJECTIVES

By completely attending this course, participants will learn how to:

- Understand the importance of corporate etiquette in business settings.
- Develop effective communication and interpersonal skills for professional interactions.
- Enhance personal and professional presence, including grooming and professional attire.
- Learn techniques for networking, building rapport, and managing first impressions.
- Acquire strategies for building and maintaining successful business partner relationships.
- Develop negotiation and conflict resolution skills to handle challenging situations.
- Cultivate cross-cultural awareness and adaptability for global business interactions.

TARGET AUDIENCE

- Business Professionals
- Sales and Business Development Professionals
- Customer Relationship Managers
- Project Managers
- Human Resources Professionals
- Entrepreneurs and Small Business Owners
- Professionals Seeking Career Advancement

To register or for complete course information

Office: +971 4 430 8394 | WhatsApp: +971 50 454 9895 | Email: courses@viftraining.com

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COURSE METHODOLOGY

The course offers interactive lectures, role-plays, and exercises to teach corporate etiquette and business relationship management. It emphasizes active participation, self-reflection, and practical skill-building through real-life examples, case studies, and personalized feedback.

COURSE OUTLINE

CORPORATE ETIQUETTE AND PROFESSIONALISM

- Understanding corporate etiquette and its significance
- Professionalism in behavior, attitude, and communication
- Business etiquette in different settings (meetings, emails, phone calls).

EFFECTIVE BUSINESS COMMUNICATION

- Verbal and non-verbal communication skills
- Active listening and effective questioning techniques
- Written communication and professional correspondence.

PROFESSIONAL PRESENCE AND IMAGE MANAGEMENT

- Personal grooming and professional attire
- Executive presence and building a strong personal brand.
- Managing personal and professional reputation.

NETWORKING AND RELATIONSHIP BUILDING

- Techniques for effective networking and relationship building.
- Building rapport and managing first impressions
- Leveraging social media for professional networking

BUSINESS PARTNER RELATIONSHIP MANAGEMENT

- Strategies for building and maintaining successful business partner relationships.
- Establishing trust and mutual understanding
- Negotiation skills and conflict resolution in business partnerships



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