

RASHITREEYA SIKSHANA SAMITHI TRUST
R V INSTITUTE OF MANAGEMENT
CA 17, 26 Main, 36th Cross, 4th T Block, Jayanagar
Bengaluru, Karnataka 560 041

REPORT ON
Training on softskills-Business Etiquette
(Communication and Softskills)

28-12-2024 & 08-02-2025	Venue: Seminar Hall
	Conducted By : Center For Career Development Resource Person: Prof. Ankitha and Dr. Sumera
Overview: As part of the employability skills initiative for MBA students (Batch 2024–26), training sessions on Business Etiquette were conducted by Prof. Ankitha and Dr. Sumera . These sessions were designed to enhance students’ professional behavior, communication skills, and workplace adaptability, preparing them for corporate careers and professional interactions.	
<u>Objectives :</u> • To introduce students to the importance of business etiquette in professional life. • To train students in formal communication, dressing, and workplace manners. • To build confidence in handling professional situations such as meetings, interviews, and networking events. • To cultivate skills for team collaboration and cross-cultural etiquette. • To prepare students for smooth transition from campus to corporate settings.	
Agenda/Flow of the Event • Introduction to Business Etiquette – Relevance in academic, social, and professional contexts. • Professional Grooming & Presentation – Dress code, body language, and first impressions. • Workplace Etiquette – Email writing, meeting etiquette, phone manners, and team interactions. • Corporate Etiquette Exercises – Role plays and mock sessions for practical learning. • Cross-cultural Etiquette – Understanding diversity and global professional norms. • Q&A and Reflection – Students discussed real-life workplace situations and clarified doubts. • Summary & Key Takeaways – Recap of best practices for effective professional conduct	
Learning Highlights:	

- Students understood the **value of first impressions** and professional appearance.
- Role-play activities gave practical exposure to workplace scenarios.
- Emphasis on **email etiquette, meeting manners, and team communication** prepared students for corporate challenges.
- The sessions reinforced the need for **confidence, respect, and professionalism** in all interactions.

Take away of the session :

Students actively engaged in role plays, group discussions, and practical demonstrations. The sessions were interactive, with students practicing formal introductions, meeting protocols, and workplace conversations.

Students reported improved awareness of professional etiquette and expressed confidence in applying these skills during internships, placements, and future careers. The sessions are expected to enhance their overall corporate readiness and adaptability.

Photo:



Sd/-



Dr.Purushottam Bung
Professor & Director RVIM