

Course Name: Business Communication for Freshers

Duration: 2 days

Technology: Soft Skills

Campus to corporate
Creating first impressions
Culture sensitization -- Globalization
Conducting oneself in the work environment
Importance of grooming
Corporate etiquette (Workspace/travel/cafeteria/restroom/telephone/email/meeting/ Conference call/Video call etiquette)
communication skills
Email Communication
Verbal and Non verbal
Customer/Client Handling
Grammar
Presentation Skills
Interpersonal Skills