

Corporate Etiquette for Secretaries and Administrators

1 day program



Poise, Professionalism and Polished Interactions

This course is tailored to enhance the professional demeanor, interpersonal skills and workplace behaviour of secretaries and administrative professionals. It provides practical guidance on maintaining professionalism, fostering positive relationships, and representing their organizations with poise

Course Overview:

- ✓ Professional appearance and behaviour
- ✓ Effective communication skills
- ✓ Meeting, phone and email etiquette
- ✓ Cross-cultural awareness
- ✓ Event and visitor management

Program Benefits:

- ✓ Boosts confidence in professional interactions and workplace settings
- ✓ Strengthens relationships with colleagues, clients and leadership
- ✓ Projects a polished and professional image that represents the organization effectively
- ✓ Improves efficiency in daily tasks while adhering to corporate standards

Get in touch

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