

Taking Learning To New Heights

Learning Everest collaborates with Subject Matter Experts from various fields to create simple, yet impactful, off-the-shelf eLearning courses that your learners can take at their own convenience. We specialize in providing you courses on various topics that would empower your learners to gain the necessary knowledge and perform better.

**BUSINESS
COMMUNICATION
AND
MULTICULTURAL
ETIQUETTE**



Learning Everest

Learning Everest Private Limited

+91 741 741 9595

contact@learningeverest.com

www.learningeverest.com



Duration: 1.5 hours



Level of course: Beginner



Unique Features

- cmi5, xAPI (Tin Can API), SCORM 2004, SCORM 1.2, and AICC compliant eLearning course
- Self-paced & Interactive
- Supplementary Examples
- Knowledge Checks to reinforce learning
- Gamified Assessment

Who Should Attend

This course is suitable for all junior, middle-level, and senior-level employees.

It will especially benefit employees who have just entered the work force.

Course Overview

Communication is ever-present in human society and the business world is no different. After all, good communication can make or break a business and its reputation.

In today's globalized business environment, it is common for individuals to interact with people from different cultures in their work lives. Thus, effective communication not only involves good people skills but also multicultural sensitivity and tactfulness.

This course on business communication and multicultural etiquette will enhance learners' ability to use and interpret verbal and non-verbal communication, smoothly handle introductions and presentations, and help them pick the right form of written communication for different occasions. Additionally, they will become familiar with some common business norms from different cultures, so they are ever ready to greet new co-workers and clients.

Topics Covered

1. Greeting colleagues
2. Giving good introductions
3. Using honorifics
4. Giving memorable presentations
5. Being an effective listener
6. The dos and don'ts of nonverbal communication
7. Business writing for different purposes
8. High and low context cultures
9. Multicultural greetings