



Event: Workshop on
Topic: Personal Grooming & Corporate Etiquette
Date: 19th December 2022
Time: 01:40 PM Onwards
Duration: One Hour
Platform: Multipurpose Hall, PG Building, TIAS
Program: MBA ^{2nd} Year
Convener: Dr. Nivedita, Head- Training & Placement Cell
Students: 10

Resource Person:

Mr. Vaibhav Verma, Relationship Manager, North India, Halp Canada.

Objective:

- To make the students understand the meaning of personal grooming.
- To make the students understand the importance of personal grooming.
- To make the students understand the finer points of grooming and attire.
- To make the students understand the importance of good corporate etiquette.
- To make the students understand the dos and don'ts of corporate behaviour and etiquette

Report:

A workshop was organized on 19.12.2022 by Training and Placement Cell under the ambit of Capability Enhancement Scheme on the topic 'Personal Grooming and Corporate Etiquette'. The resource speaker for the workshop was Mr. Vaibhav Verma, Relationship Manager, North India, Halp Canada.

The speaker informed the students that personal grooming is being being presentable to others in terms of dress, attire and style; paying attention to body hygiene; personal cleanliness, groomed nails, hair and in simple means it defines how one carry oneself. He emphasized that by giving little attention on personal grooming at work and gathering one could substantially influence one's career path. He said that although nothing can substitute talent, intelligence, hard work or one's inborn abilities and ambition but personal grooming can give a competitive edge. He told that the key to dress correctly for the corporate world is to wear what is right in corporate dressing not to follow fashion trends. He discussed about the formal attire for men and women as per corporate world with examples of famous corporate personality.

He further discussed about corporate etiquette and said it plays a very important role in communicating with people. Polished social graces always help the career journey easy. He further said that at work places, the executives are expected to integrate finer points of etiquette with subtleties of business. He gave dos and don'ts of corporate behavior and etiquette with examples.

Earlier Dr. Nivedita welcomed the speaker in the workshop and introduced to the students and described the objective of the workshop. The one hour session was very interactive and was well received by the students. The workshop ended with a vote of thanks by Dr. Nivedita.

Learning Outcome:

- The students understood the meaning of personal grooming.
- The students understood the importance of personal grooming.
- The students understood the finer points of grooming and attire.
- The students understood the importance of good corporate etiquette.

- The students understood the dos and don'ts of corporate behaviour and etiquette

Geotag Photos:

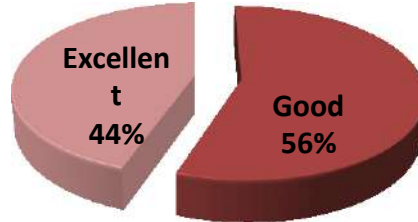


Resource person sharing the tips for personal grooming



Students taking notes during the session

Feedback
Total Students: 10



List of Beneficiaries:

Terna Institute of Advanced Studies GRADE "A" INSTITUTE Training and Placement Cell Attendee Sheet								
Date:	19/12/22							
Sl.No	Name	Semester	Shift I/II	Div. A/B	Enrollment No.	Program	Phone No.	Sig.
1	Badal Lal	Ist			0117003922	MBA	9958963020	
2	Varesha	Ist			817003922	MBA	7428742633	
3	Nancy	Ist			1417003922	MBA	8287520301	
4	Sbsuti	Ist			36117003922	MBA	8920382041	
5	Santi	Ist			0121303922	MBA	7054977289	
6	Jigant	Ist			35821303922	MBA	9717327655	
7	Abhinav	Ist			36217003922	MBA	8377857723	
8	Jigyasa	Ist			35221303922	MBA	9917823615	
9	Bourav	Ist			35221303922	MBA	9211323958	
10	Axchit	Ist			35421303922	MBA	981805656	
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Dr. Nivedita
Head - Training and Placement Cell

