



## Social Etiquette Training

Welcome to Social Etiquette Training.

Social interactions can sometimes feel challenging. People are expected to navigate a set of rules and customs that have been established in settings throughout history. While some of these rules may seem obscure or outdated in today's world, they were initially created to facilitate interactions, among groups of individuals. These rules help people form connections and interact with one another thus giving rise to the concept of Social Etiquette.

However, for those who're inexperienced or unfamiliar with these norms navigating this landscape can be daunting. It becomes more challenging when most people operate within the boundaries of Social Etiquette and might take offense if someone unintentionally violates these norms. This situation can be particularly problematic in environments like the workplace, where effective interaction and cooperation crucial.

## **Course Introduction**

At the beginning of the session, you will have the chance to meet and interact with participants. We will also discuss what to expect during the workshop. Additionally, you will be able to identify your personal learning goals.

### **This workshop aims to teach participants;**

- Understanding types of etiquette that are expected in different situations.
- Defining appropriate and inappropriate. Understanding their underlying reasons.
- Demonstrating proficiency, in using communication channels/methods for interactions.
- Dealing effectively with challenging individuals.
- Developing attitudes that foster social etiquette.

## **Types of Social Etiquette**

Firstly, we will explore the different social settings where participants commonly find themselves such as workplaces, meetings, parties, etc. We will then delve into understanding the fundamentals, similarities and distinctions, between them.

## **Defining Appropriate and Inappropriate Behaviors**

During this session participants will experience simulated scenarios that aim to recreate interactions involving both negative behaviors.

## **Strategies for Effective Social Engagement**

Participants will learn about etiquette in social settings such, as informal gatherings, the workplace and meetings. We will also explore how to navigate and effectively use media platforms for interaction both new and traditional.

## **Handling Challenging Individuals Effectively**

Additionally, we will provide participants with strategies on how to handle challenging individuals by understanding their intentions and responding appropriately.

**Mindsets that Encourage Polite Social Behavior**

Furthermore, we understand that certain attitudes play a role in promoting etiquette. Therefore, we will teach these attitudes through demonstrations and repetitive practice.

**Wrapping-Up the Workshop**

To wrap up our session, participants will have an opportunity to ask questions and create an action plan that suits their needs.

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