

SEHG IN-PERSON WORKSHOP SERIES

Business Etiquette

Instructor-Led Workshop · Facilitator Kit

Complete facilitator kit for delivering the SEHG Business Etiquette workshop on site — training manual, instructor guide, slides, icebreakers, quick-reference sheets, and completion certificates.

WHAT'S IN THIS KIT

01 · Training Manual (participant workbook)

02 · Instructor Guide (facilitator script & timings)

03 · Icebreakers & Activities

04 · Presentation Slides

05 · Quick Reference Sheets (takeaway)

06 · Certificate of Completion

SEHG-WPE-9856 · IN-PERSON WORKSHOP KIT

synergyeducationholdings.com

Business Etiquette

SYNERGY EDUCATION HOLDINGS GROUP · IN-PERSON WORKSHOP SERIES

About This Workshop

Workplace Essentials course covering business etiquette. Self-paced lessons with applied exercises.

Workplace Essentials course: Business Etiquette.

Workshop Objectives

- Identify key components of professional business etiquette in various workplace situations.
- Describe appropriate dress codes for different business events and settings.
- Apply effective conversational skills and small talk techniques in networking scenarios.
- Explain the importance of cultural awareness in international business interactions.
- Demonstrate proper email and telephone etiquette in professional communications.

Format & Delivery

- Instructor-led session, delivered on site or SEHG-hosted
- Includes participant workbooks, activities, and takeaway reference sheets
- Every participant receives an SEHG Certificate of Completion
- Pairs with the SEHG online Business Etiquette course for pre-work and reinforcement

Preparing & Delivering the Workshop

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Before the Workshop

- Review the Instructor Guide end to end — timings, scripts, and activity setup
- Print one Training Manual and one Quick Reference Sheet per participant
- Load the Presentation Slides and test the projector, audio, and clicker
- Choose 1–2 icebreakers from the kit that fit the group size and room
- Prepare blank Certificates of Completion for sign-off at close

Checking Out the Venue

- Adequate seating with clear sight lines to the facilitator and screen
- Projector compatibility, cables, and extension cords tested in advance
- Lighting that lets participants see you, their notes, and the screen
- Space for group activities, plus a table for handouts and materials

Closing the Session

- Recap the workshop objectives and each participant's key takeaway
- Distribute the Quick Reference Sheet as the on-the-job takeaway
- Present the SEHG Certificate of Completion to each participant
- Point participants at the paired SEHG online course for reinforcement

Book this workshop

Contact your SEHG program advisor to schedule this workshop for your team, or add it to any SEHG learning program as the in-person option.

SYNERGY EDUCATION HOLDINGS GROUP

Certificate of Completion

This certificate is proudly presented to

for successfully completing the SEHG in-person workshop

Business Etiquette

Awarded this ____ day of _____, 20__

Facilitator Name & Title



Synergy Education Holdings Group