



EDDA ACCADEMIA DI STILE

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SHORT DURATION – PRIVATE COURSES 1:2:1  
ONLINE VIA SKYPE.

EACH MINI COURSE HAS A DURATION OF TWO HOURS,

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### SHORT DURATION – PRIVATE COURSE 1

#### PRESENTATIONS, GREETINGS AND PRIORITIES

- THE IMPORTANCE OF THE FIRST APPROACH
- THE RULES FOR PRESENTATIONS
- THE HANDSHAKE
- KISSES AND HUGS
- TEST
- VIDEOS
- ANALYSIS OF THE CONCEPT OF PRIORITY
- THE FRENCH/INTERNATIONAL TABLE STYLE
- THE ANGLO-SAXON TABLE STYLE
- OTHER TYPES OF TABLES
- TEST

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### SHORT DURATION – PRIVATE COURSE 2

#### CORPORATE ETIQUETTE

- THE CORPORATE ETIQUETTE RULES
- THE RELATIONSHIP WITH SUPERIORS
- THE COMPANY ETIQUETTE MANUAL
- THE DRESS CODE
- THE MANAGER: THE DRESS CODE FOR THE MAN
- THE MANAGER: THE DRESS CODE FOR THE WOMAN
- THE TRIPS OF A BUSINESSMAN/BUSINESSWOMAN
- MEETINGS, CONVENTIONS AND EVENTS
- LOCATION
- SETTINGS AND PREPARATIONS OF MEETINGS
- VIRTUAL MEETINGS
- NETIQUETTE AND WEBINARS
- FORMAL EVENTS AND CEREMONIE

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SHORT DURATION – PRIVATE COURSE 3

CROSS CULTURE

- THE ART OF LISTENING (ACTIVE LISTENING)
- ETIQUETTE DURING NEGOTIATIONS
- SUPPLIERS
- WHEN A NEGOTIATION CONTINUES AT THE TABLE (LUNCH OR DINNER)
- THE COST OF LACK OF ETIQUETTE
- CASE HISTORY
- CROSS CULTURAL MANAGEMENT AND CROSS CULTURAL BUSINESS ETIQUETTE
- HOW THE REST OF THE WORLD SEE THE ITALIANS

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SHORT DURATION – PRIVATE COURSE 4

INSIGHTS TO CROSS CULTURE

- YOUR CHOICE AND STUDY OF TWO CULTURES FROM THE FOLLOWING :

GERMANY, UNITED KINGDOM, UNITED STATES OF AMERICA, RUSSIA, CHINA,

BRAZIL MEXICO, ARAB COUNTRIES OR INDIA.