



EDDA ACCADEMIA DI STILE

Advanced Course
PROGRAMME

DURATION OF THE COURSE:
2 DAYS (FULL IMMERSION)
8 HOURS EACH ONE



Advanced Course PROGRAMME

·BUSINESS & ETIQUETTE: OUR OFFICE FOLLOWS THE RULES OF ETIQUETTE?·

- THE MAGIC FORMULA
- RELATIONSHIP WITH SUPERIORS
- GUIDEBOOK OR CORPORATION'S MANUAL

·PERSONAL IMAGE

- MALE DRESS CODE
- FEMALE DRESS CODE
- SOME INTERNATIONAL RULES
- CASE STORY

·NEGOTIATIONS ETIQUETTE: ETIQUETTE VS BUSINESS

- TOOLS FOR A GOOD NEGOTIATION
- RELATIONSHIP WITH SUPPLIERS
- LUNCH AND/OR BUSINESS NEGOTIATIONS
- HIGH COST THAT WILL REPRESENT THE LACK OF ETIQUETTE

Advanced Course
PROGRAMME

- › A BUSINESSMAN/WOMAN TRIP
- › COMMUNICATION
 - › RULES FOR VIRTUAL MEETINGS
 - › LOGISTICS FOR BUSINESS REUNIONS, MEETINGS AND CONVENTIONS
- › PRIORITIES IN MEETINGS AND CONGRESSES
- › OFFICIAL FLAGS
- › CORPORATE PARTY
 - › BUSINESS DINNER AT A RESTAURANT/HOTEL
- › FOREIGN BUSINESS ETIQUETTE
- › DEFINITION OF CROSS-CULTURE (MULTICULTURAL WORLD)
 - › ITALIANS: HOW THEY ARE SEEN BY THE REST OF THE WORLD
- › GERMANY
- › UNITED KINGDOM
- › ARAB COUNTRIES
- › UNITED STATES OF AMERICA
- › CHINA
- › INDIA
- › MEXICO