

**BUSINESS SOLUTIONS - ESSENTIAL BUSINESS SKILLS**  
**CAREER DEVELOPMENT SHORT LEARNING PROGRAMME: BUSINESS ETIQUETTE**

**ALIGNED TO SAQA UNIT STANDARD ID: 13943 - ANALYSE NEW DEVELOPMENTS REPORTED IN THE MEDIA THAT COULD IMPACT ON A BUSINESS SECTOR OR INDUSTRY**

**Duration:**  
**1 DAY PROGRAMME**

Fear of embarrassment from doing or saying the wrong thing is one of the most common sources of stress in a business or professional setting. However, what can be even more damaging to your career are those things you aren't aware of. This one-day workshop helps to reassure you that you can handle most of those socially difficult moments, and even give you that extra edge in areas that you would never have thought of before.

**Programme overview:**

- Become more skilled at networking, from making introductions to shaking hands and using business cards appropriately
- Be better prepared for both formal and informal meetings, even if you aren't presenting;
  - how to dress appropriately for every business occasion
  - feel comfortable when dining in business or formal situations
- Feel more confident in your business communication in every situation, and establish trust and credibility
- Analyse articles and reports from current print and electronic media relating to a specific business sector or industry
- Demonstrate knowledge and understanding of the latest innovations and developments in technology that could impact on a specific business sector or industry
- Analyse proposed business or industrial developments that could impact on the physical environment; issues in the media relating to labour that could impact on a business sector or industry; and proposed business or industrial development that could impact on the physical environment

**The following are included in the Course Fee:**

Tuition, student support and research supervision, any assessments that may be completed	
Meals	
Certificate of attendance	
<b>TOTAL</b>	<b>R 1250.00</b>

.....  
 I, (student/payment sponsor), acknowledge that I understand the information stated in this document.

Date: ..... Signature: .....

**This Information Sheet forms part of your enrolment contract**

*The content of this information sheet is subject to change without notice due to legislation, market requirements or any other reason. ELMI reserves the right to change the programme subject matter without notice.*

ELMI 231 Oxford Street Southernwood East London 5201	Tel: 043 742 0235 Fax: 043 742 0237 Email: info@elmi.co.za Web: www.elmi.co.za	P.O. Box 18458 Quigney East London 5211	East London Management Institute (Pty) Ltd. Reg No: 2008/021076/07	QCTO Accreditation: Skills Development Provider Accreditation no: QCTO NATED/14/0062
---	---	---	--	---