



Video, Scenario, Fun &
Activity Based

Behavior & Personality Development



From

Wowrakesh Business Academy

Prepared for

Shop-floor, Workmen, Blue
Collar Workforce, and
Supervisors

Program SCOPE



RESPECT

Behavioral Skills training involves a blend of skills needed in interpersonal relationships, productive emotions, effective communications, and engaging attitudes.

How people behave at work can have a major influence on the overall company culture, reputation, and business results - and a lasting impact on the personal brand of the individuals themselves. While most organizations work to set consistent standards of workplace behavior and outline those expectations in their employee manuals, the actual management and enforcement of those standards can be a little more complicated. This is due to many situations having blurred lines requiring case-by-case flexibility, which often can lead to confusion and inconsistency. The key for any employee is to focus their attention on their own behaviors versus the behavior of others.

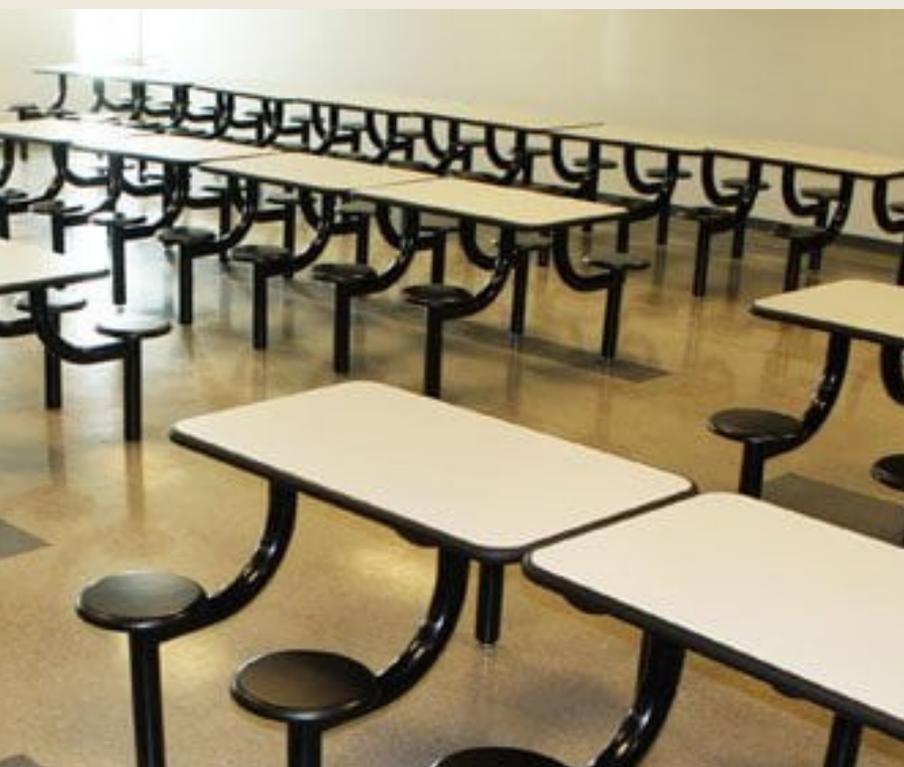




Table Manners

At any age, regardless of your station in life or your salary, table manners are essential for two reasons. One is to make others comfortable. How many of us have been forced to dine with someone who may have filthy hands, coughs all over the food and forces us to observe the as yet undigested bits of their food as they roll around gobs of food in their open mouths? Would we wish to visit such vexatious behavior on others?

The second reason is to keep us from embarrassing ourselves.

Ten Must Do

- Chew with your mouth closed.
- Keep your smartphone off the table and set to silent or vibrate. Wait to check calls and texts until you are finished with the meal and away from the table.
- Hold utensils correctly. Don't use your fork or spoon like a shovel or stab your food.
- Wash up and come to the table clean. Don't groom or attend to hygiene at the table.
- Remember to use your napkin.
- Wait until you're done chewing to sip or swallow a drink.

Ten Must Do

- Pace yourself with fellow diners. Cut only one piece of food at a time.
- Avoid slouching and don't place your elbows on the table while eating (though it is okay to prop your elbows on the table while conversing between courses, and always has been, even in Emily's day).
- Instead of reaching across the table for something, ask for it to be passed to you.
- Bring your best self to the meal. Take part in the dinner conversation.

Our Fine Dinning

Table manners have evolved over centuries to make the practice of eating with others pleasant and sociable. With so many table manners to keep track, keep these basic, but oh-so-important, table manners in mind as you eat



Dressing Etiquette

Etiquette helps human beings to behave in a socially responsible way. Etiquette helps you gain respect, trust and appreciation from others.

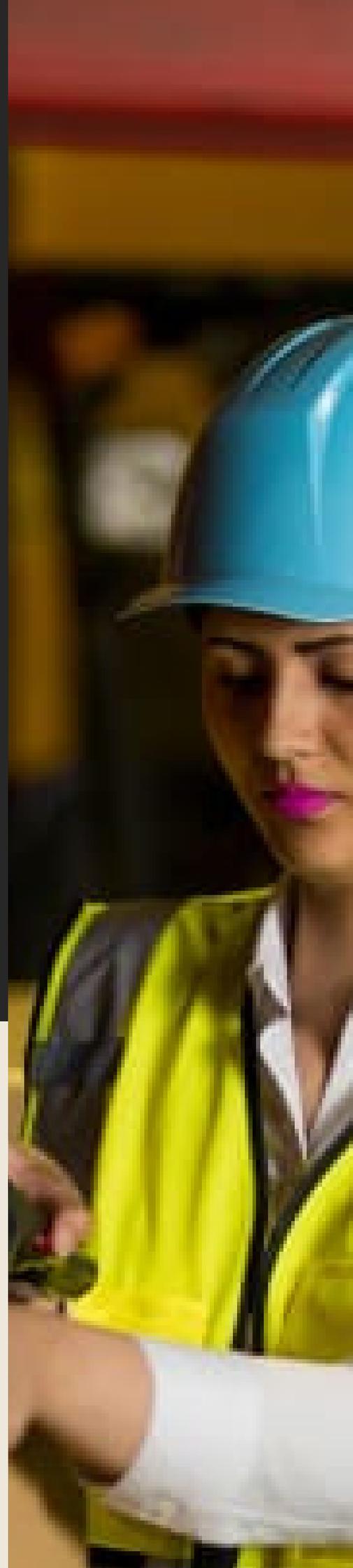
There is a huge difference between an individual's college and professional life. One needs to follow a proper dress code at the workplace for the desired impact.

It is essential to dress appropriately at the workplace for an everlasting impression. Individuals who dress shabbily are never taken seriously at work.

One must dress as per the occasion. Avoid wearing jeans, capris, shorts, T - Shirts or sleeveless dresses to work. Follow a professional dress code. Make sure you feel comfortable in whatever you wear. It is not always necessary to wear expensive clothes rather wear something which looks good on you.

Make sure your clothes are clean and ironed. One should never go shabbily dressed to work. Prefer wrinkle free clothes.

Do's and Don'ts for Male and Female Employees





Codes of Conduct

Etiquette refers to good manners required by an individual to find a place in the society and gain respect and appreciation from others. Individuals working in organizations to earn a living for themselves are called employees. It pays to be a little mature and sensible at the workplace. Avoid being too casual.

Employee Etiquette

Employee etiquette refers to codes of conduct an individual should follow while at work.

Simple Checklist to ensure we all are good employees.



Office Toilet Etiquette

It is our etiquette which distinguishes us from animals. Etiquette helps us to stand apart from the crowd and leave an everlasting impression. Etiquette of an individual speaks a lot about his family background and upbringing. It is essential for an individual to behave in a socially responsible way.

An individual must behave in an appropriate manner to find a place in the society. There are certain manners which are expected out of a professional. One needs to be mature and sensible enough for others to respect him. No one ever likes to speak to an individual who does not know how to behave sensibly.

Office Toilet Etiquette refers to set of rules an individual needs to follow while using the office/factory restroom.





Mobile Phone Etiquettes

Etiquette refers to good manners which help an individual find his place in the society. It is essential for an individual to behave in a certain way for others to respect and appreciate him.

Etiquette refers to a set of rules individuals need to follow to be accepted in the society. One must understand the difference between college and professional life. Never adopt a casual attitude at work. It is important to be serious and a little responsible at the workplace.

Remember you are not the only person in organization; there are other people as well. You need to respect each other's privacy and can't afford to disturb others.

Cell phone is a boon in today's world but can be a disturbing element if not used in the appropriate way. It tends to distract the person using it as well as others who are around.

Mobiquette

Mobiquette refers to certain guidelines that individuals need to adhere to while using the hand phone at the workplace.

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