



## **Event Report**

**Title of Event: Professional Etiquettes**

Resource Person: **Mrs. Arundhati Chafekar, Behavioral Effectiveness Trainer & Coach.**

Day & Date: Thursday, 3<sup>rd</sup> September, 2020

Time: 03:00 PM to 05:00 PM

Class: 2<sup>nd</sup> & 3<sup>rd</sup> Year EE

**Event Description:**

The session is organized to make the budding professionals aware of the importance of professional etiquettes which are necessary to be followed at any professional environment need it be a professional college or work place. The speaker explained various categories, starting from dressing manners ,phone, email, dining to even manners to be followed while interacting with the opposite gender colleagues.The session gave the students a clear idea about the significance of manners that are to be adopted for their professional growth and well being.

**Event Coordinator: Jasmin James.**