



**Asia Masters Center**

## Protocol & Protocol Skills



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### Course Objective

- Sharpen your diplomatic and social communication style
- Increase your confidence interacting with people from different cultural backgrounds
- Refine your personal appearance and professional image to build trust and credibility
- Explore accepted protocol for dealing with international and regional players
- Understand how to make introductions and use a business card effectively
- Understand how to dress for success in every business and social occasion
- Understand protocol for ordering in a restaurant, paying the bill and tipping
- Feel comfortable dining in business or formal situations, including fine table manners
- Learn how to design a formal invitation letter
- An overview of the best way to handle TV and radio interview.

### Target Audience

- Executives and Directors
- International Business Travellers
- Professionals who work with Diplomats & Dignitaries



## Course Outline

- Understanding Etiquette
- Etiquette Defined
- The Importance of Business Etiquette
- Networking for Success
- The Meet and Greet
- The Dining in Style
- Eating Out
- Business Email Etiquette
- Addressing Your Message
- Grammar and Acronyms
- Top 5 Technology Tips
- Phone Etiquette
- The Written Letter
- Dressing for Success
- The Meaning of Colours
- Interpreting Common Dress Codes
- Deciding What to Wear
- International Etiquette.

## ➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

## ➔ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.



## Asia Masters Center

### Price (USD)

Communicate with the training department  
to know the participation fees

➤ **There are offers and discounts for groups**

### The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null