



**Rita Gangwani's  
House Of  
Personality Transformation**

Poise | People |  
Performance | Personality

**Corporate  
Grooming Module**



# **Lt. Dr Rita Gangwani**

**Trainer | Mentor | Coach | Resource | Facilitator**

## **Few Decorations:**


**Honoured by World Book Of Records  
President Of India Awardee  
Rajiv Gandhi Lifetime Achievement Award  
Top Ten Thinkers India List  
India Icon  
Jewel Of India  
Apar Vashist Sewa samman  
and many more ....**



**People judge books by their covers every day. When it comes to your Personal Packaging, be sure you're hitting all the right points!**

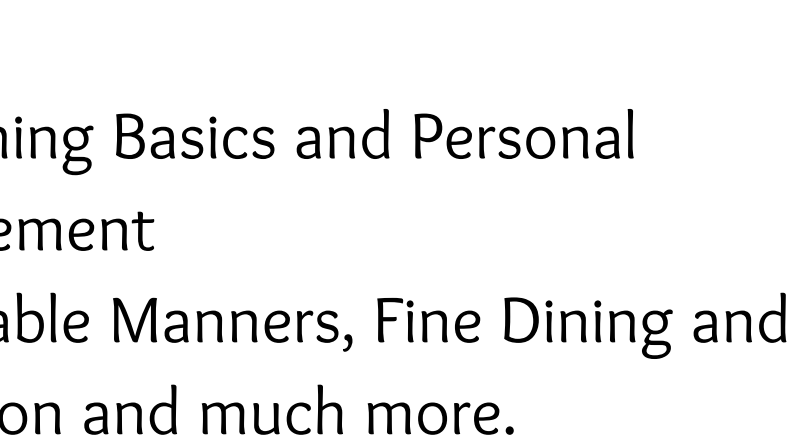
In today's fast paced and competitive world the impact you make through your physical presence and Image is the key to success or failure. Hence, it has become increasingly important for executives, in the corporate environment, to be able to convey a professional image of their business. While ones résumé will reveal their work experience, the level of professionalism and respect will be transmitted immediately by their appearance. How they look, feel and build rapport greatly determines how they succeed in the marketplace. The emphasis is on imparting tools that bring a sea change in a person's personality.

Business etiquette is a set of unwritten rules that apply to social situations, professional workplaces and relationships providing a standard framework within which business people can operate as they communicate and collaborate. Attention to etiquette is a sign of professionalism and respect for others, and it can make positive first impressions while building trust among colleagues. Good business etiquette is a valuable skill set that will make you stand out from others.



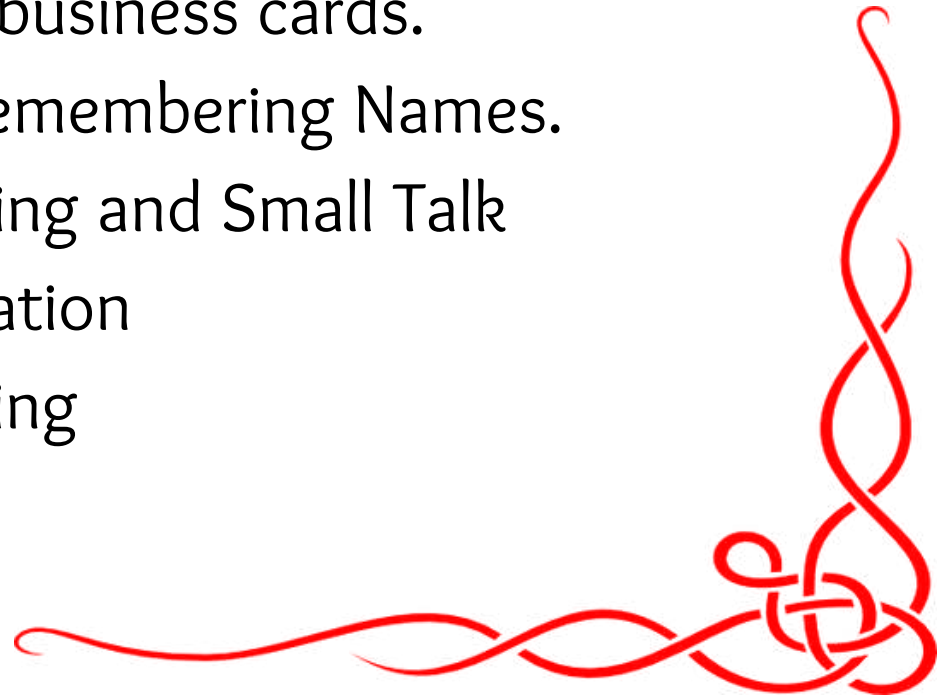


# **My Corporate Grooming Course is Targeted To: -**

- Creating Positive Impressions and Personal Presence
  - Learning Courtesies and Social Skills of the Business World
  - Maintaining Conversations and Confident Interactions - The art of meeting, greetings and introductions Understanding Verbal and Nonverbal Communication Skills Business Networking
  - Enhancing Workplace Civilities and General Office Courtesies – Success and Politeness
  - Captivating and Dynamic Presentations Social Image through Dress Codes and Style Management
  - Learning Grooming Basics and Personal Hygiene Management
  - Demystifying Table Manners, Fine Dining and Wine Appreciation and much more.
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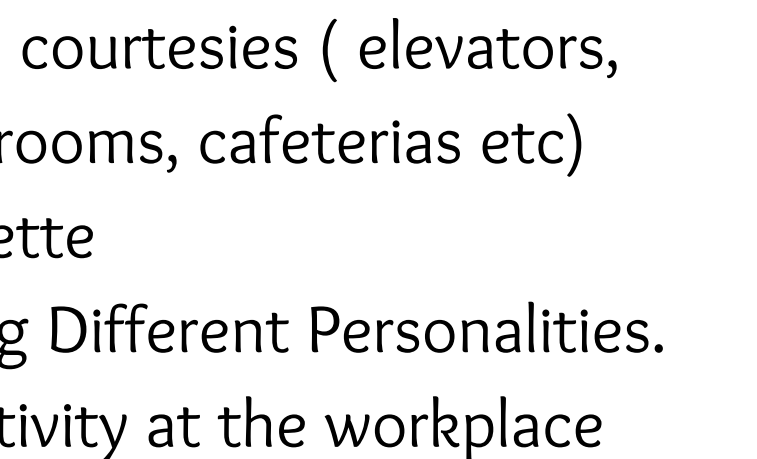


## **Business Etiquette and Executive Presence:-**

- Importance Of First Impressions
  - Crafting Brand -YOU
  - Confidence Building
  - Walking The talk
  - Decoding Personality
  - Business body language and posture – Art of sitting, standing & walking.
  - Rapport building
  - Art Of Meeting and Greeting. Effective introductions and greetings. The handshake – the correct way of doing it.
  - Exchange of business cards.
  - The Art Of Remembering Names.
  - Active Listening and Small Talk
  - Voice Modulation
  - Public Speaking
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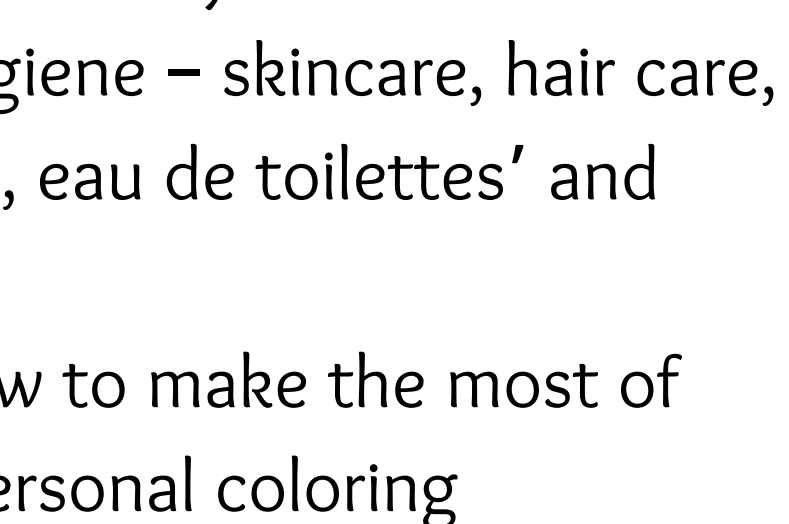


## **Business Etiquette and Executive Presence:-**

- Communication and barriers
  - Miscommunication
  - Social media manners – Do's and Dont's  
Instant Messaging manners
  - Video conferencing Etiquette
  - Invitations and response
  - Public Speaking
  - Delivering captivating presentations
  - Business Travel Etiquette
  - International Do's and Dont's
  - Importance of international manners and etiquette
  - Workplace Civilities:-
  - General office courtesies ( elevators, visitors, washrooms, cafeterias etc)
  - Cubicle Etiquette
  - Understanding Different Personalities.
  - Gender sensitivity at the workplace
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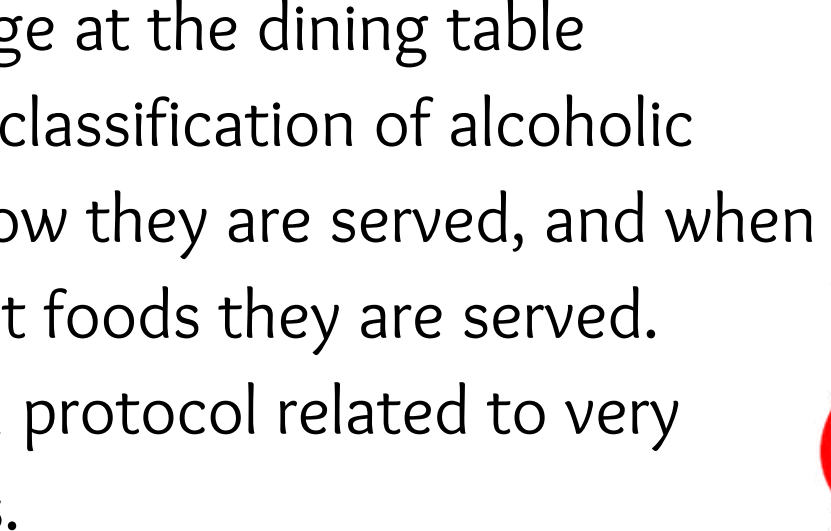


## **Business Etiquette and Executive Presence:-**

- Power Dressing - Business Attire and Style Management:-
  - Current trends in Indian and international business dressing.
  - Appropriate attire for conferences
  - Defining Business Casual and Friday Dressing
  - The art of dressing with taste.
  - Uniform protocols
  - Use of appropriate accessories – scarves, ties, belts, shoes, bags, briefcases, jewellery etc.
  - Personal hygiene – skincare, hair care, after shaves, eau de toilettes' and colognes
  - Discover how to make the most of your own personal coloring
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## **Business Etiquette and Executive Presence:-**

- Fine Dining and Table Etiquette:-
  - Formal, multi course, sit-down dinners – protocol and procedures.
  - Place settings and dinner placements.
  - Buffet meals – the dos' and don'ts' of it.
  - Use of crockery, cutlery, glassware, napkins, at formal and informal meals.
  - Eating etiquette - eating with forks, knives, spoons, chopsticks and bowls.
  - Finger foods – food that should be eaten with fingers. Eating Indian meals and etiquette related to it.
  - Body language at the dining table
  - Beverages – classification of alcoholic beverages. How they are served, and when and with what foods they are served.
  - Toasting and protocol related to very formal invites.
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**Few of The Top Notch Clients trained By  
Rigahaus:**

NTPC Dadri and Noida

AIU- All India Universities

Nippon Steel

Jindal steel and power plants at Raigarh,  
Tamnar and Angul

Essar Steel

Indian Oil

BMR

IFFCO

CII

Pricewater house cooper

Hero motocorp

Audi India

Oberoi- OCLD

Toyota

Avon cranes

Sony TV

Fortis, ColumbiaAsia, Apollo, Rockland, RGCI,

Artimis Hospitals

IIT, MIT

And Many More.....



## Program Methodology:

- Role plays
- Power point presentation
  - Video clippings
  - Demonstration



Contact :

Handset: 0-9811144300

Email: ritagangwani@hotmail.com