

# Minding Manners

## International Business Success

Broadening Your Global Awareness

London - Friday 22<sup>nd</sup> January, 12<sup>th</sup> March, 7<sup>th</sup> May or 10<sup>th</sup> September 2010

### Could You Benefit From a Cross Cultural Etiquette Course?

- Do you work in a capital city such as London, Moscow, Dubai, New York, Hong Kong?
- Do you have clients or colleagues from, or in, other countries?
- Do you communicate with international clients or colleagues by email or telephone?
- Do you travel for your job or receive international visitors?

The homogeneous team is a thing of the past in most international organisations. If you answered “yes” to one or more of the above, then this workshop is essential!



The demands placed upon today's professionals surpass any experienced in the past. The savvy professional must know how to distinguish himself or herself from the competition, develop and maintain business, project a positive and respectful image, project confidence and authority and build teamwork in a multicultural environment.

To be competent and competitive in the global arena, effective cross-cultural communication is vital. The Minding Manners “**International Business Success**” module is a 2-hour workshop packed with tips and tactics to broaden your cultural awareness.

### You will learn how to promote clear lines of communication and develop more effective relationships by:

- Better managing perceptions and misperceptions
- Broadening your global awareness
- Understanding global business customs and terminology
- Creating low-context and high-context bridging strategies
- Mastering international conversation skills
- Learning how to build teamwork in an international environment

International cultural understanding is not only beneficial in the development of your career, but it also contributes to your overall social success by building stronger interpersonal skills, awareness, confidence and self analysis for the benefit of all your relationships.

**Investment:** £75 (plus VAT) as part of a group session. £300 (plus VAT) one-to-one

**Location:** Minding Manners Training Studio, London SW7

**Date:** 22<sup>nd</sup> January, 12<sup>th</sup> March, 7<sup>th</sup> May or 10<sup>th</sup> September 2010

**Time:** 1.00pm – 3.00pm (One-to-One sessions are held at your convenience)

© Minding Manners

MINDING MANNERS LIMITED IS REGISTERED IN ENGLAND AND WALES. COMPANY NUMBER: 6327632.  
REGISTERED ADDRESS: SUITE 322, 34 BUCKINGHAM PALACE ROAD, LONDON SW1W 0RH, UK  
TELEPHONE: +44 (0)20 7584 9805 WEB: WWW.MINDINGMANNERS.COM