



NIRALEE SHAH
IMAGE BUILDING AND ETIQUETTE MAPPING

ASPIRE & GROW

INTERNATIONAL ETIQUETTE MASTER TRAINING MODULE

BUSINESS ETIQUETTE

- Business First Impressions
- Business Meet & Greet
- Business Meeting Finesse
- Business Conference Etiquette
- Business Office Etiquette
- Business Desk Etiquette
- Business Communications
- Professional Body Language
- Business Netiquette
- Business Attire
- Business Personality Profiling
- Business Client Profiling
- Business Relations
- Business Protocol
- Business Networking
- Business Dining Etiquette
- International Business Etiquette
- Business Interview Etiquette
- Brand You

ORGANIZATIONAL ETIQUETTE

- Organizational Finesse
- Organizational Appearance
- Organizational Behaviour
- Organizational Communications
- Organizational Digital Presence
- Organizational Netiquette
- Organizational Business Etiquette





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- Organizational Professional Etiquette
- Organizational Small Talk
- Building Relationships and Referrals
- Organizational Client Meetings
- Organizational Board Room Etiquette
- Organizational Disability Etiquette
- Organizational Cubicle Etiquette
- Organizational Bathroom Etiquette
- Personal Business Etiquette
- Organizational Goodwill
- Organizational Gift-Giving Etiquette

SOCIAL ETIQUETTE

- Art and Science of Creating a First Impression Social Etiquette
- International Etiquette
- Meeting & Greeting
- Socializing Etiquette
- Interactions Etiquette
- Communal Living
- Confident Communications
- Words of Confidence
- Body Language
- How to introduce new people
- Small Talk - Conversation Starters
- Uncomfortable situations
- Telephone Etiquette
- Netiquette
- Personal Branding





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GOOD MANNERS ETIQUETTE

- Borrowing Etiquette
- Lending Etiquette
- Meet & Greet Etiquette
- House Guests Etiquette
- Host Etiquette
- Guest Etiquette
- Gender Neutral Courtesy
- Disability Etiquette
- Local Transport Etiquette
- Workplace Etiquette
- Telephone Communication Etiquette
- Customer Relations Etiquette
- Reservations Etiquette
- Restaurant Etiquette
- Entertainment Etiquette
- Juice Bar Etiquette
- Street Food Etiquette
- Ice Cream Store Etiquette
- Organic Restaurant Etiquette
- Funeral Etiquette
- Smoking Etiquette
- Shisha Etiquette
- Pedestrian Etiquette
- Cleanliness Etiquette
- Pet Etiquette
- Cell Phone Etiquette
- Health Etiquette
- Mask Etiquette
- Hygiene Etiquette
- Photography Etiquette
- Handicap Etiquette
- Senior Citizens Etiquette
- Parking Lot & Garages





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LADY ETIQUETTE

- High Class Women
- Women Finishing Touch
- A World of Discovery
- The Personal Touch
- Hospitality Finesse
- Ladies Body Language
- Deportment | Poise | Posture
- Manual of Politeness
- Communications Skills
- Art of Conversations
- Networking & Socializing
- Body Language
- Image & Style
- Dining Etiquette
- Tea Etiquette
- Coffee Etiquette
- Drinking Etiquette
- Women's Cloakroom Etiquette

GENTLEMAN ETIQUETTE

- Art of Manliness
- Appearance
- Behaviour
- Communication
- Gentleman Body Language
- Deportment | Poise | Posture
- Work Ethics
- Digital Presence
- Etiquette
- Polished Gentleman
- Guide to Socializing
- Networking
- Balancing Style





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- Dining Etiquette
- Restaurant Etiquette
- Tea Etiquette
- Coffee Etiquette
- Bar Finesse
- Cigarette Etiquette
- Men's Cloakroom Etiquette

SHOPPING MALL

- Mall Entrance Etiquette
- Mall Personal Finesse
- Mall Parking Etiquette
- Mall Valet Etiquette
- Mall Etiquette
- Mall Communications Etiquette
- Mall Instructions Etiquette
- Mall Help Desk
- Mall Concierge Etiquette
- Mall Display Etiquette
- Mall Bathroom Etiquette
- Mall Nursing Etiquette
- Mall Shoppers Etiquette
- Mall Sale Shopping Etiquette
- Mall Shopping Cart Etiquette
- Mall Festival Shopping Etiquette
- Mall Bridal Shopping Etiquette
- Mall Personal Shopper Etiquette
- Mall Photography Etiquette
- Mall In-Store Etiquette
- Mall Trail Room Etiquette
- Mall Departmental Etiquette
- Shopping Bag Etiquette
- Loyalty Cards Etiquette





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- VAT Form Collection Etiquette
- Children Etiquette
- Handicap Etiquette
- Senior Citizens Etiquette
- Escalator Etiquette
- Billing Etiquette
- Return Policy Etiquette
- Restaurant Etiquette
- Food Court Etiquette
- Cafe Etiquette
- Coffee Shop Etiquette
- Bar Etiquette
- Cellar Etiquette
- Cosmetic Store Etiquette
- Lingerie Store Etiquette
- Jewellery Store Etiquette
- Book Store Etiquette
- Grocery Shopping Etiquette

LUXURY BOUTIQUE AND RETAIL ETIQUETTE

- Luxury Store Meet & Greet
- Luxury Store Communications
- Luxury Store Behaviour
- Luxury Store Personal Conduct
- Luxury Store Department
- Luxury Store Poise & Posture
- Luxury Store Eye for Detail
- Luxury Store Product Knowledge
- Luxury Store Emotional Intelligence
- Luxury Store Building Relationships
- Luxury Store Complain Handling and Follow-up
- Luxury Store Finesse & Savoir Faire





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AIRPORT ETIQUETTE

- Airport Entrance Etiquette
- Airport Parking Etiquette
- Airport Luggage Etiquette
- Airport Trolley Etiquette
- Airport Kiosk Etiquette
- Airport Check In Etiquette
- Airport Security Check Etiquette
- Airport Boarding Etiquette
- Airport Conveyor Belt Etiquette
- Airport Communication Etiquette
- Airport Interacting with people Etiquette
- Airport Photography Etiquette
- Airport Connecting Flight Etiquette
- Airport Transfer Etiquette
- Airline Help Desk
- Airline Loyalty Program Etiquette
- Airport Excess Baggage Etiquette
- Airport Waiting Lounge Etiquette
- Airport Lounge Etiquette
- Airport Duty Free Etiquette
- Airport Duty Free Shopping Etiquette
- Airport In-Store Etiquette
- Airport Spa Etiquette
- Airport Restaurant Etiquette
- Airport Food Court Etiquette
- Airport Take Away Etiquette
- Airport Cafe Etiquette
- Airport Bar Etiquette
- Airport Smoking Etiquette
- Airport Bathroom Etiquette
- Airport Gates & Terminal Etiquette
- Airport Arrival Etiquette for Baggage
- Airport Departure Etiquette for Baggage
- Aeroplane Etiquette
- On Board Dining Etiquette





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- On Board Lavatory Etiquette
- On Board Respecting Crew Etiquette
- On Board Communications
- On Board Body Language
- Airport Booking a Taxi Etiquette
- Airport Private Car Etiquette
- Airport Handicap Etiquette
- Airport Senior Citizens Etiquette
- Airport Finesse
- Airport Body Language Etiquette
- Aircraft Body Language Finesse
- Airport Golf Cart Etiquette
- Airline Rules Etiquette

TRAVEL ETIQUETTE

- Travel Etiquette
- Travel Elegance
- Travel D's & Don'ts
- Travel Communications
- Travel Body Language
- Travel Digital Presence
- Travel Photography Finesse
- Local Travel Etiquette
- International Travel Etiquette
- Safari Etiquette
- Game Zone Etiquette
- Adventure Etiquette
- City Etiquette
- Spiritual Etiquette
- Cruise Etiquette
- Beach Etiquette
- Camping Etiquette
- Detox Stay Etiquette





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- Mountain Stay Etiquette
- Road Trip Etiquette
- Eco Stay Etiquette
- Farm Stay Etiquette
- Adventure Resort Etiquette
- Theme Park Trip Etiquette
- Zoo Stay Etiquette
- Boutique Hotel Etiquette
- Spa Stay Etiquette
- Staycation Etiquette
- Group Etiquette
- Family Trip Etiquette
- Solo Trip Etiquette
- Bachelors Trip Etiquette
- Girls Trip Etiquette

HOTEL ETIQUETTE

- Travel Etiquette
- Travel Elegance
- Travel Do's & Don'ts
- Travel Communications
- Travel Body Language
- Travel Digital Presence
- Travel Photography Finesse
- Local Travel Etiquette
- International Travel Etiquette
- Safari Etiquette
- Game Zone Etiquette
- Adventure Etiquette
- City Etiquette
- Spiritual Etiquette
- Cruise Etiquette
- Beach Etiquette





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- Camping Etiquette
- Detox Stay Etiquette
- Mountain Stay Etiquette
- Road Trip Etiquette
- Eco Stay Etiquette
- Farm Stay Etiquette
- Adventure Resort Etiquette
- Theme Park Trip Etiquette
- Zoo Stay Etiquette
- Boutique Hotel Etiquette
- Spa Stay Etiquette
- Staycation Etiquette
- Group Etiquette
- Family Trip Etiquette
- Solo Trip Etiquette
- Bachelors Trip Etiquette
- Girls Trip Etiquette

LEISURE ETIQUETTE

- Swimming Pool Etiquette
- Jacuzzi Etiquette
- Sunbathing Etiquette
- Gym Etiquette
- Spa Etiquette
- Social Media Etiquette
- Socializing Etiquette
- Television Room Etiquette
- Board Games Etiquette
- Badminton Court Etiquette
- Tennis Court Etiquette
- Squash Court Etiquette
- Football Court Etiquette
- Basket Ball Etiquette





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- Dance Studio Etiquette
- Library Etiquette
- Temple Etiquette
- Park Etiquette
- Club Etiquette
- Gym Etiquette
- Meditation Etiquette
- Yoga Etiquette
- Exercise Etiquette
- Strolling Etiquette
- Walking Etiquette
- Jogging Etiquette
- Cycling Etiquette
- Skating Etiquette
- Hover Board Etiquette
- ATV Etiquette
- Gardening Etiquette
- Theatre Etiquette
- Theme Park Etiquette
- Picnic Etiquette
- Cultural Activities Etiquette
- Driving Etiquette
- Gaming Zone Etiquette
- Video Game Player Etiquette
- Beach Etiquette
- Circus Etiquette
- Aquarium Etiquette
- Zoo Etiquette
- Farm Etiquette
- Eco Stay Etiquette
- Museum Etiquette
- Art Gallery Etiquette
- Book Store Etiquette
- Fairs Etiquette
- Festival Etiquette





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- Live Concert Etiquette
- Flea Etiquette
- Bonfire Etiquette
- Outdoor Activities Etiquette
- Nature Etiquette
- Volunteer Etiquette
- Street Food Etiquette

ERRANDS ETIQUETTE

- Doctors Clinic Etiquette
- Hospital Visit Etiquette
- Medical Etiquette
- New Born Baby Visit Etiquette
- Chauffeur Etiquette
- Bank Etiquette
- ATM Etiquette
- Post Office Etiquette
- Courier Office Etiquette
- Bus Stop Etiquette
- Departmental Store Etiquette
- Electronic Store Etiquette
- Book Stall Etiquette
- Library Etiquette
- Grocery Etiquette
- Food Store Etiquette
- Organic Food Store Etiquette
- Pet Store Etiquette
- Florist Etiquette
- Tailor Etiquette
- Gas Station Etiquette
- Car Repair Station Etiquette
- Bike Service Station Etiquette
- Hospital Etiquette





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- OPD Etiquette
- Chemist Etiquette
- Bakery Etiquette
- Local Market Etiquette
- Fruit Market Etiquette
- Vegetable Market Etiquette
- Food Store Etiquette
- Salon Etiquette
- Café Etiquette
- Coffee Shop Etiquette
- Cell Phone Etiquette
- Cobbler Etiquette
- Laundry Service Store Etiquette
- Dry Cleaning Store Etiquette
- Gifting Store Etiquette
- Repair Store Etiquette

WEDDING ETIQUETTE

- Wedding Etiquette
- Wedding Host Etiquette
- Wedding Guest Etiquette
- Wedding Communication Etiquette
- Wedding Body Language Etiquette
- Wedding Invitation Etiquette
- Wedding Culture Etiquette
- Wedding Dress Code Etiquette
- Wedding Ceremony Etiquette
- Wedding Dancing Etiquette
- Wedding Food Etiquette
- Wedding Drinking Etiquette
- Wedding Buffet Etiquette
- Wedding Photography Etiquette
- Wedding RSVP Etiquette





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- Wedding Gifting Etiquette
- Wedding Destination Etiquette
- Wedding Farewell Etiquette

PARTY ETIQUETTE

- Party Host Etiquette
- Party Guest Etiquette
- Party Invitation Etiquette
- Party Gift Giving Etiquette
- Party Thank You Notes Finesse
- Party Socializing Etiquette
- Party Ceremony Etiquette
- Party Networking Etiquette
- Party Dress Code Etiquette
- Party Deportment Etiquette
- Party Poise & Posture Etiquette
- Party Finesse Etiquette
- Party Smoking Etiquette
- Party Dining Etiquette
- Party Buffet Etiquette
- Party Drinking Etiquette
- Party Farewell Etiquette
- Party Protocol

CITIZEN ETIQUETTE

- Citizen Manners & Finesse
- Citizen Grace
- Citizen Cultural Etiquette
- Citizen Appearance
- Citizen Behaviour
- Citizen communication
- Citizen Digital Etiquette





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- Citizen Etiquette
- Citizen Responsibility
- Citizen Social Activities
- Citizen Traffic Rules
- Citizen Rights

DINING ETIQUETTE

- Course Introduction
- Fast Food Finesse
- Dining Styles
- Arriving at the Table
- Table Setting - Formal | Informal
- Introduction to the Cutlery
- Napkin Finesse
- Communication | Steward & Stewardess
- Deportment | Poise | Posture
- 5 Course Meal | 6 Course Meal | 10 Course Meal | 12 Course Meal
- Menu Card Etiquette
- Glassware Knowledge
- Drinks Knowledge | Toasting
- Soup | Bread
- Salad
- Main Course
- Dessert
- End of the Meal
- Do and Don't of Fine Dining
- Dealing with Difficult Food
- Tipping Finesse Worldwide
- Customer Courtesy
- Final Assessment





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High Tea Course Module

- Arrival of Guests
- Menu Knowledge | Understanding Difficult Foods
- Tea Etiquette
- Coffee Etiquette
- Beverages Etiquette
- Finger Food Etiquette
- Toasting
- Body Language
- Conversational Skills
- Topics that are Taboo
- Q & A

MENU

TEA

1. Masala Tea
2. Green Tea

COFFEE

1. Cappuccino
2. Americano
3. Espresso
4. Latte
5. Cold Coffee

JUICES





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BEVERAGES

1. Non – Alcoholic
2. Alcoholic

HIGH TEA

1. Assorted sandwiches
2. Assorted Pizza
3. Assorted Pasta
4. French fries

