

# Mastering Business Etiquette & Protocol: 5-Day Intensive

Media & Public Relations  
Vienna (Austria)  
21 - 25 Jul 2025

UK Traininig

# PARTNER



## Mastering Business Etiquette & Protocol: 5-Day Intensive

**Ref:** 321837\_148155 **Date:** 21 - 25 Jul 2025 **Location:** Vienna (Austria) **Fees:** 4400 **Euro**

### Course Description

This comprehensive 5-day course equips professionals with essential business etiquette and protocol skills for success in today's global business environment. Participants will learn to navigate diverse cultural norms, communicate effectively across various mediums, and project a polished professional image. The course covers everything from first impressions and networking to dining etiquette and international business protocols.

### Learning Objectives

- Develop a strong understanding of global business etiquette principles
- Master professional communication skills across various mediums
- Learn to navigate cultural differences in international business settings
- Enhance personal and corporate image through proper etiquette and protocol
- Gain confidence in handling various business and social situations

### Course Modules

#### Day 1: Foundations of Business Etiquette

- Introduction to business etiquette and its importance
- First impressions and personal branding
- Professional appearance and dress codes
- Networking skills and relationship building

#### Day 2: Communication Etiquette

- Verbal and non-verbal communication
- Email and digital communication etiquette
- Phone and video conference etiquette
- Business writing and correspondence

#### Day 3: Social and Dining Etiquette

- Business meal etiquette
- Host and guest responsibilities
- Table manners and dining customs
- Etiquette for social business events

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training  
**PARTNER**

#### **Day 4: Cross-Cultural Business Etiquette**

- Understanding cultural differences in business
- Etiquette for international meetings and negotiations
- Gift-giving customs across cultures
- Adapting to different business practices globally

#### **Day 5: Advanced Protocol and Etiquette Scenarios**

- Corporate event planning and management
- VIP and executive-level protocol
- Crisis management and etiquette
- Applying etiquette in challenging business situations

#### **Practical Wins for Participants**

- Increased confidence in handling diverse business situations
- Enhanced ability to build and maintain professional relationships
- Improved cross-cultural communication skills
- Polished personal and corporate image projection

## Blackbird training cities



Accra (Ghana)

Amman (Jordan)

Amsterdam (Netherlands)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston, Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Training  
**PARTNER**





## Blackbird Training Category



Human Resource



Audit & Quality Assurance



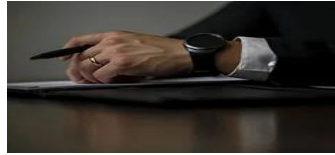
Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement



## Blackbird training Clients



MANNAI Trading  
Company WLL,  
Qatar



Alumina Corporation  
Guinea



Booking.com  
Netherlands



Oxfam GB International  
Organization,  
Yemen



Capital Markets  
Authority,  
Kuwait



Waltersmith Petroman Oil Limited  
Nigeria



Qatar National Bank  
(QNB),  
Qatar



Qatar Foundation,  
Qatar



AFRICAN UNION ADVISORY  
BOARD ON CORRUPTION,  
Tanzania



KFAS  
Kuwait



Reserve Bank of  
Malawi,  
Malawi



Central Bank of Nigeria  
Nigeria



Ministry of Interior  
Kingdom of Saudi Arabia  
KSA



Mabruk Oil Company  
Libya



Saudi Electricity  
Company,  
KSA



BADAN PENGELOLA  
KEUANGAN Haji,  
Indonesia



NATO  
Italy



ENI CORPORATE  
UNIVERSITY,  
Italy



Gulf Bank  
Kuwait



المؤسسة العامة للتأمينات الاجتماعية  
General Organization for Social Insurance  
KSA



Defence Space Administration  
Nigeria



National Industries  
Group (Holding),  
Kuwait



Hamad Medical  
Corporation,  
Qatar



USAID  
Pakistan



STC Solutions,  
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS  
UN.



هيئة تنظيم الكهرباء - عمان  
Authority for

UK Training  
**PARTNER**



**LONDON TRAINING PROVIDER**



[www.blackbird-training.com](http://www.blackbird-training.com)



[training@blackbird-training.com](mailto:training@blackbird-training.com)



+44 7480 775526 / +44 7401 177335