



A Report on Professional Etiquette

Date: August 23rd, 2024

Time: 3:30 P.M – 5:30 P.M

No of Participants - 33

Facilitator- Ms. Swapnankita

Objective

The session aimed to enhance the understanding of professional etiquette among final-year BBA students. It sought to equip students with essential knowledge and skills that are vital in maintaining professionalism in the workplace. By engaging students in both theoretical learning and practical demonstrations, the session intended to reinforce the importance of professional behaviour in shaping their future careers.

Session Overview

The session commenced with Ms. Swapnankita delivering an insightful presentation on professional etiquette. She began by explaining the concept of professional etiquette, highlighting its significance in the workplace. The facilitator emphasized that professional behaviour not only reflects an individual's character but also plays a critical role in career progression and building a positive work environment. To enhance understanding, Ms. Swapnankita incorporated visual aids into her presentation, showing several videos that illustrated various aspects of professional etiquette. These videos provided real-world scenarios that students could easily relate to, making the learning experience more engaging and practical.

Following the theoretical session, the students demonstrated their understanding through role plays and poster presentations. The role plays allowed students to enact different professional scenarios, showcasing the application of etiquette in various workplace situations. The poster presentations, on the other hand, enabled students to creatively express the key points they had learned.

Learning Outcomes

1. **Understanding of Professional Etiquettes:** Students gained a comprehensive understanding of what constitutes professional etiquette, including communication skills, dress code, workplace behaviour, and time management.
2. **Importance of Professional Etiquettes:** Students recognized the importance of professional behaviour in the workplace, understanding how it affects their career growth and relationships with colleagues.
3. **Practical Application:** Through role plays and poster presentations, students demonstrated their ability to apply professional etiquette in real-life scenarios, reinforcing the theoretical knowledge gained during the session.

Conclusion

The session on professional etiquette was highly informative and engaging, providing the BBA final-year students with valuable insights into maintaining professionalism in the workplace. The interactive approach, combining theoretical learning with practical demonstrations, ensured that students not only understood the importance of professional etiquette but also learned how to apply it in real-world situations.

The session concluded with feedback from the students, who expressed their appreciation for the learning experience. Ms. Swapnankita summarized the key learning points, leaving the students with a clear understanding of how to carry themselves professionally as they transition from academics to the corporate world.

Few glimpses of the session



Students during the theoretical session



Learners during role play



Students during preparation of posters



Learners during poster presentation

Anita Patra

REGISTRAR



Swapnankita
CONVENOR