

Event Details	
Event Name	Value Added Course
Topic	VAC on Professional Etiquettes
Date	2024-09-03 to 2024-09-30
Mode	Offline
Venue	LH-401, 4th Floor, Rockefeller Block
Organizer Name	Chitkara Business School
Resource Person	Ms. Kavya E   Corporate Savant
No. of Participants	55
SDG No	SDG 4: Quality Education, SDG 5: Gender Equality, SDG 8: Decent Work and Economic Growth, SDG 9: Industry, Innovation and Infrastructure

### Objective:

- Enhance Understanding of Professional Attire
- Promote Time Management Techniques
- Instill Workplace and Academic Decorum
- Develop Professional and Communication Skills
- Foster Cultural Awareness and Sensitivity

### Description:

The VAC course on Professional Etiquettes is an essential program designed to bridge the gap between academic training and the professional expectations of the workplace. This course was developed with the goal of equipping students with the foundational skills needed to conduct themselves with confidence and professionalism in any work environment. Recognizing that professional success often hinges as much on behavior and communication as it does on technical skills, the course emphasized the importance of understanding and mastering the subtle nuances of workplace etiquette. Throughout the course, students were introduced to a comprehensive curriculum that covered key aspects of professional conduct. Topics included effective verbal and non-verbal communication, appropriate attire for various professional settings, the significance of punctuality and time management, and the strategies for building and maintaining professional relationships. The course also addressed the evolving landscape of digital communication, highlighting the importance of email etiquette, virtual meeting decorum, and the responsible use of social media in a professional context. What set this course apart was its emphasis on experiential learning. Rather than relying solely on lectures, the course incorporated a range of activities designed to allow students to practice what they had learned in a controlled environment. This hands-on approach helped students internalize the principles of professional etiquette, making them more prepared for the challenges they will face in their careers. The course was highly engaging, with students actively participating in discussions, role-plays, and case studies, all of which contributed to a richer and more interactive learning experience. By the end of the course, students were not only more knowledgeable about professional etiquette but also more confident in their ability to navigate professional settings effectively.

### Outcomes:

- Improved Communication Proficiency
- Increased Adherence to Professional Norms
- Active Participation and Engagement
- Enhanced Time Management Abilities
- Stronger Networking Skills



Students of IPM Batch 2023 during VAC Course(04.09.2024)



Students with the trainer(Ms.Kavya, CUPDC) during an activity(04.09.2024)



Practicing professional etiquettes at workplace( Role Play Session)(12.09.2024)



The students of IPM Batch 2023 with mentor and trainer(CUPDC)(03.10.2024)