

MOHAMED SATHAK COLLEGE OF ARTS AND SCIENCE
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(Affiliated to University of Madras & Approved by AICTE)

DEPARTMENT OF MANAGEMENT STUDIES

**REPORT ON THE HANDS-ON WORKSHOP
ON
“BUSINESS ETIQUETTE”**

Date: 11-03-2026

Time: 1.00 PM

Workshop Conducted by: Prof. N. Logesh, HoD, Department of Hotel and Catering Management, MSCAS

Workshop Topic: Business Etiquette

Venue: Seminar Hall, MS – DoMS

Business etiquette is crucial for establishing professionalism, building trust, and fostering positive relationships, which directly impact career growth and organizational success. It promotes effective communication, boosts productivity by outlining behavioral expectations, and ensures respectful, smooth interactions with clients and colleagues in both virtual and in-person environments. Having understood the importance of Business Etiquette the MBA first year students were exposed to the workshop by Prof. Logesh, HoD, Hotel and Catering Management, MSCAS.

During the course of his lecture Prof Logesh covered the nuances of Business Etiquette by emphasising on how important the personal grooming is for creating the best and lasting impression in the minds of colleagues and employees in the corporate world.

Prof. Logesh also dealt with personal hygiene, keeping the hair short and manageable, nails should be kept clean and well-manicured, using a mild perfume as a deodrant, wearing a neatly pressed dress, etc.

Business meetings should be attended with much seriousness and care. If invited for a business meeting what an incumbent should do. The do's and don'ts in a business meeting were also explained clearly in the Workshop.

In addition, dining etiquette was also emphasised by a practical demonstration using the cutlery and crockery.

Overall this workshop was an eye opener for MBA students to have seriousness about the business etiquette and the protocol followed in a corporate setting.

The feedback for this workshop was good and positive, and the students were actually benefited by this workshop, which was evidenced by the change in their attitude towards Business Etiquette.

SNAPSHOTS OF THE BUSINESS ETIQUETTE WORKSHOP

