



**NEW HORIZON**  
**COLLEGE OF ENGINEERING**  
New Horizon Knowledge Park, Ring Road, Marathalli  
Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC  
Accredited by NAAC with 'A' Grade, Accredited by NBA

**Quality Assurance and Skill Development Center**

**Training Report for Office Executives**  
**on**  
**Work Place Etiquette**



**NEW HORIZON**  
**COLLEGE OF ENGINEERING**

**Quality Assurance and Skill Development Center**

**Soft Skills Training**  
**On**  
**Workplace Etiquettes**

Presented by  
Dr. Glory Mercy C  
HR Trainer ( QASDC)

## Executive Summary

- This report was written to give management a summary of the Office Executives training session on workplace etiquette that was just finished and was led by HR Trainer Dr. Glory Mercy C on November 16th, 2022. Office executives from the CoE Department provided favourable feedback on the training programme that was put into action.
- This intern contributed to the development of personal abilities and confidence, which enhanced day-to-day management.
- Staff members who participated in the training were better able to recognise their own assets and cultivate positive interpersonal relationships as brand ambassadors for their departments.

## Objectives

- The participants would be able to after the session to:
- Analyse how effective they are at listening and interacting with others right now.
- Identify the appropriate settings and work place etiquette rules.
- Assist each office executive in identifying their areas of specialisation and people skills.
- Recognize the components of a strong rapport and seek to hone and refine your communication and listening abilities so that your workplace operates smoothly.

## Methodology

- The training sessions consisted solely of physical activities.
- Improves drive, self-control, and self-assurance.
- Create and keep a positive view on life.
- To keep conversations civil, follow the ultimate success formula for Workplace Etiquette.
- Language and communication proficiency.

At the end of the session, the staff would leave the session better able to:

- Recognize their own level of abilities, motivations, and drivers with good office executive skills
- Develop your own style and self-assurance to manage responsibilities successfully
- Learn how to control oneself and others to improve interpersonal skills.

## Glimpses of the Training

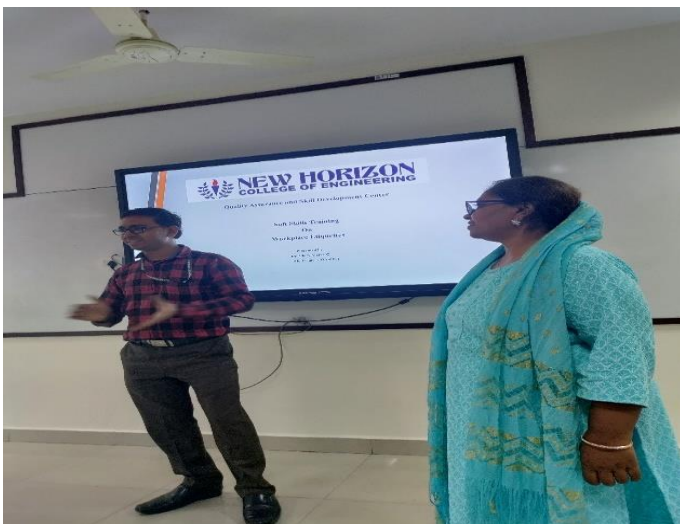






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## **Conclusion**

During the two-hour training session, the Office Executives received the confidence boost and office etiquette education they needed to succeed.

## **Recommendations**

Management should organise more training for all of the Office Executives in order to improve performance and make Office Executives stand out so they may receive tonnes of praise and wonderful rewards.



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Attendance:

NEW HORIZON COLLEGE OF ENGINEERING  
Quality Assurance and Skill Development Center  
Soft Skill Training  
Attendance Sheet  
Workplace Etiquettes

Date: 16.11.2022

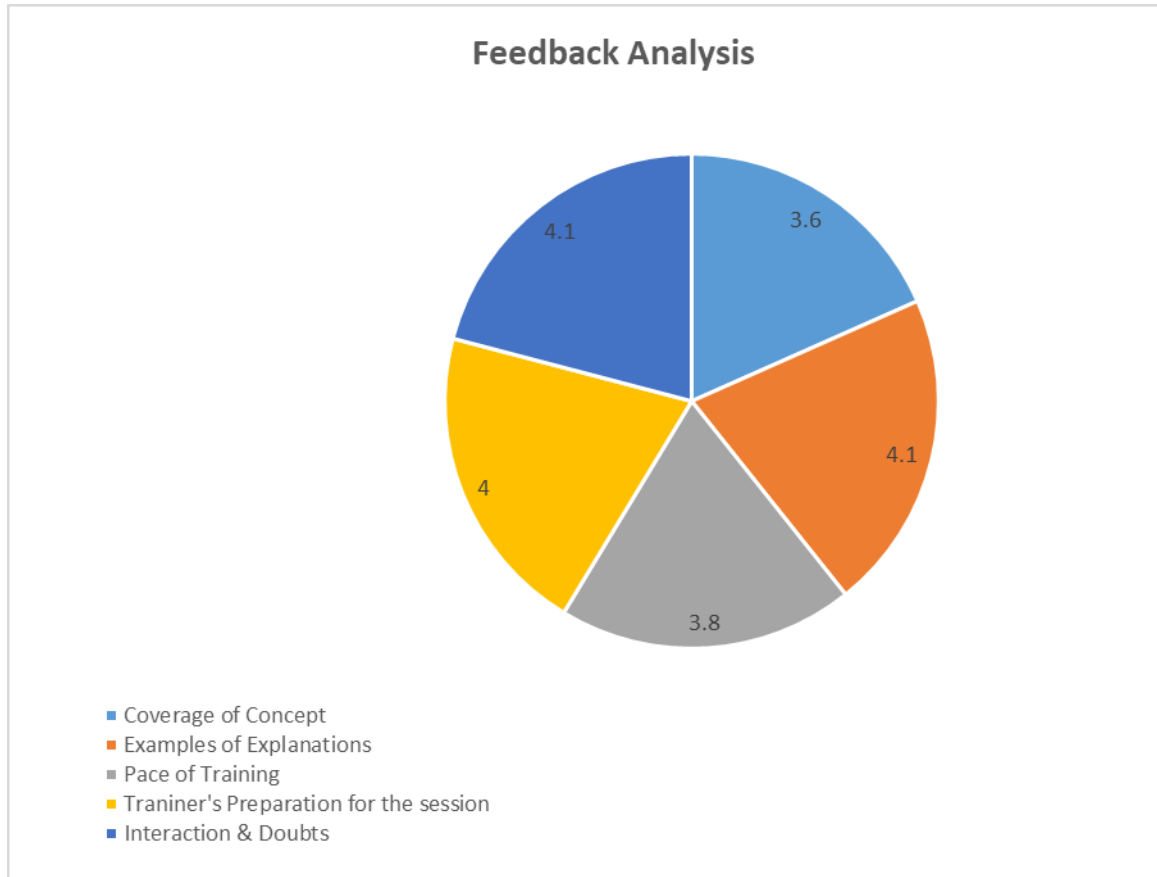
Time: 2pm to 4pm

Sl.No	Department	Name of the faculty	Mobile Number	Mail id	Signature
1.	COE	S. Usha Devi	7760596455	usha229@rediffmail.com	S. Usha
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9.	MBA	Veenar	9848206440	ts.veenar@gmail.com	Veenar
10.					

Dean - QASDC



## Feedback:



1- Below average, 2 - Average, 3 - Good, 4 - Best

### **Summary of Feedback:**

- ❖ Good
- ❖ Good Learning
- ❖ Fun Training
- ❖ Training was good with fun
- ❖ Good Training
- ❖ Very Informative filled with fun
- ❖ Very Positive
- ❖ Valuable