

TUV India Training Academy

Online Training Program on Email Etiquette (Weekend Batch)

Date : 23rd May 2021, Time: 10:00 AM to 1:00 PM



Course Contents

- ♣ Most common communication methods
- ♣ Essentials of communication, 7 C's of Communication
- ♣ Barriers of communication
- ♣ Listening skills, Rapport building
- ♣ Email etiquette – essential rules of email
- ♣ Self Assessment using JOHARI Technique

Course Features

The course is designed to convey the importance of adopting the right Email Etiquette in our working life, how it can help us deliver the right information, avoid misinterpretation, and consequently improve our skill of effective communication.

Course Objectives

Participants will learn the essentials of effective communication skills, Listening Skills, Rapport Building and Email etiquette, including an important Self-Assessment technique.

Who should attend ?

Students undergoing graduation and post-graduation courses, technical/ professional, students moving from academics to Industry and students moving to professional institutions.



Issue of Certificate

Certificate of successful attendance shall be issued to all the delegates who attend entire duration of the course.

Duration : 3 hours (180 Minutes)

Registration Fee : Rs. 500 + 18 % GST
Per Participant

To know about all our Online Training Programs scan adjacent QR Code

To Register and Pay : [Click Here](#)

Registered & Head Office-

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TUV NORD GROUP

Expertise for your Success

All our Online Training Offerings are for the resident of India & Sri Lanka Only.

TUV India's Customer Friendly Mobile App

TUV INDIA TRAINING ACADEMY (TITA)



Our user friendly mobile application is developed to provide constant connect with our customers and participants along with hands-on information about the latest offerings of TUV India Training Academy. The app is also apprising the users on diverse service portfolio of TUV India along with latest developments related to our company.

Some of the highlights of our app are:

- Available on Android- Google Play Store & iOS Apple Store
- Provides overview about TUV India (TUV NORD GROUP), our services and latest developments
- Details about TUV India Training Academy offerings
- Training Schedules – both Class Room and Online Trainings
- * For each training, the app provides Course Features, Who should attend, Course Contents, Pre-requisites etc
- * Link for Registering for the course of choice with integrated payment gateway
- * Payment History (Receipts, Invoices)
- * Certificates for attended programs based on user eligibility
- * Notifications related to new offerings and sessions
- * Contact us with linked email or phone (toll free number)
- * Individual User Profile



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For Any Queries :
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Call : 1800-209-0902



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