

Etiquette for German Business Life

This seminar is designed to understand the basic facts about German business culture and to improve business etiquette skills and self presentation. We will also have a look at cultural standards (such as value of rules, reliability, separation of private and public spheres, directness).

Content

- Why Germans behave the way they do (cultural standards)
 - Modern business etiquette in Germany: do's & don'ts
 - Greetings, introductions and understanding when to use „Du“ or „Sie“
 - Professional behavior at social events, meetings and conferences
 - What you should know about dresscodes
 - Never eat alone: small-talk like a pro
 - Building relationships with colleagues and business partners
 - What you should know about business cards and digital manners
- Self confidence: body language and facial expressions
 - What makes you likeable and interesting