

**A WORKSHOP  
ON  
WORKPLACE ETIQUETTE**

**REGISTRATION FORM**

*Click here to register*

Name: .....

Roll no/Emp Id: .....

Qualification: .....

Department: .....

Organization: .....

Address for Correspondence: .....

.....

Mobile: .....

Email: .....

**Declaration by the Applicant**

I agree to abide the rules and regulations of the workshop of IARE and shall attend all the sessions compulsorily.

Date:

Signature of the Applicant

**CHIEF PATRON**

**Sri. M Rajasekhar Reddy**

Chairman

Institute of Aeronautical Engineering, Hyderabad

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Institute of Aeronautical Engineering, Hyderabad

**Dr. L V Narasimha Prasad**

Principal

Institute of Aeronautical Engineering, Hyderabad

Organised by

Institute of Aeronautical Engineering, Hyderabad

**WORKPLACE ETIQUETTE**

**Nov 2-13 Nov, 2020**



*Organized by*

**Institute of Aeronautical Engineering**

Dundigal, Hyderabad - 500 043

Telangana, INDIA

**VENUE**

**Institute of Aeronautical Engineering**

Sarang Hall, Bharadwaja Block Dundigal

Hyderabad - 500 043 Telangana, I

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## ABOUT THE INSTITUTE

Institute of Aeronautical Engineering (IARE) was established in the year 2000 with a mission 'Education for Liberation'. Started with aircraft maintenance engineering in the year 1994, it has gradually transformed itself into a premier integrated interdisciplinary technological institute offering UG and PG programs in CSE, IT, ECE, EEE, AERO, MECH and CE and MBA.

IARE is a prestigious **Autonomous** institute approved by AICTE, New Delhi; recognized by Govt. of Telangana; permanently affiliated to Jawaharlal Nehru Technological University Hyderabad (JNTUH); and accredited by National Assessment and Accreditation Council (NAAC) with 'A' Grade.

The institute is ranked **139** in Engineering category as per **National Institutional Ranking Framework (NIRF)** – 2019, Ministry of Human Resource Development (MHRD), Govt. of India. From rank band 151-200 in 2017, IARE has risen to the rank of 139th best engineering institution in India. This illustrates positive performance and quality standards we maintain in teaching, research, employability, and innovation.

## ABOUT THE WORKSHOP

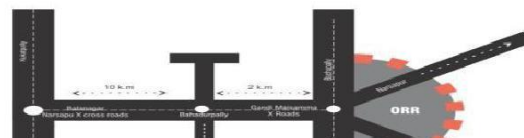
Quite often we either waste time or create misunderstanding, or even give an unfavorable impression about ourselves.

Behaving in a professional way at workplace goes a long way in ensuring our peace of mind as well as a professional approach to work. This workshop helps in learning appropriate etiquette in workplace.

### OBJECTIVES OF WORKSHOP

1. To sensitize the people around and to caution them about the behavior at work
2. To emphasize on personal Etiquette
3. To bring necessary awareness on using office utilities and resources
4. To make understand the types of work etiquette
5. To discuss the Dos and Don'ts of of workplace etiquette

### Route Map



## TOPICS TO BE COVERED

- Introduction
- Behavior at work
- Personal Etiquette
- Using office utilities and resources
- Travel Etiquette
- Workplace Etiquette: The Don'ts
- Workplace Etiquette: The Dos
- Workplace Etiquette Rules Everyone should follow

## PARTICIPANTS

The faculty, students, corporate staff and parents are eligible to attend for the workshop.