

Front Staff and Receptionist's Excellence Education

This one day also provides tips and best practices that will make the common receptionist, an exceptional asset of any corporation.



Here are some key topics points to be covered:

- Professional Excellence
- Developing a Professional Image
- First Lasting Impression
- Elements of Courtesy
- Tools of Trade
- Verbal & Non-verbal Communication
- Giving Good Explanations
- Conveying the correct message

This course is intended for front liners in any industry, both experienced and inexperienced, who interact with guests, affiliates, clients and internal co-workers.

Duration: 1 day

Time : 9am to 5pm

Fees: AED 1,350 per person

This course is offered by:



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