



Department of Mechanical Engineering

Topic Name:	Corporate Etiquette Guide
Name of the Guest Speaker:	Mr. Ashwin Kharwa
Designation:	Associate Project Manager
Organization/Institution:	Packt Publishing Company
Date:	16/10/2023
Time:	9.00-11.00am

Programme Summary/Details:

In a highly informative and engaging guest lecture by Mr. Ashwin Kharwa, an esteemed expert in corporate etiquette and Associate Project Manager, shared invaluable insights on the importance of corporate etiquette.

Key Takeaways:

- 1. Professional Communication Skills:** Mr. Kharwa emphasized the significance of effective communication in the corporate realm. He provided practical tips on how to articulate ideas clearly and professionally, emphasizing the importance of active listening and concise expression.
- 2. Workplace Decorum:** The lecture delved into the essential aspects of workplace behavior, including punctuality, dressing appropriately, and respecting hierarchies. Mr. Kharwa stressed the impact of these seemingly small details on professional reputation and career growth.
- 3. Networking and Building Relationships:** Building professional networks is crucial for career advancement. Mr. Kharwa shared strategies on how to establish meaningful connections within the industry, highlighting the importance of genuine interactions and mutual respect.
- 4. Handling Challenging Situations:** Addressing the realities of the workplace, Mr. Kharwa provided insights on handling conflicts and challenges diplomatically. He shared real-world examples and practical techniques for resolving disputes and managing stressful situations professionally.

