



MODERN OFFICE ETIQUETTES

This one-day training session is designed to equip participants with essential skills for fostering professional relationships, enhancing communication, and maintaining respect in the workplace. The session incorporates frameworks from renowned experts to provide a solid foundation for understanding and applying modern office etiquettes. Through a combination of theory and interactive activities, participants will learn how to navigate the complexities of the modern workplace with professionalism and respect.



DATE

JULY 23, 2026
Thursday

HOUR

09:00 AM
05:00 PM

VENUE

F2F,
NIBAF, Pakistan
(Karachi)

FEE: PKR 25,000 (Excluding sales tax)

COURSE CONTENTS

- Foundations of Professional Relationships
- Effective Communication for Relationship Building
- Respectful Communication Etiquettes
- Addressing Disagreements and Conflicts Respectfully
- Avoiding Unconscious Bias in Professional Relationships
- Navigating Relationships with Peers, Subordinates, and Superiors
- Digital Communication -The Netiquette Principles.
- Creative Desk Management Techniques

FACILITATOR

Zain Goplani is a seasoned trainer and the founder of Zest Experience, a training and consultancy firm based in Istanbul, Turkey. Born and raised in Karachi, Zain has had the opportunity to study in Melbourne and now resides in Istanbul, giving him a global perspective that he brings to his work as an international facilitator. He is a Certified Professional in Design Thinking™ (CPDT™) by International Scrum Institute and a Certified Professional Trainer by IAPPD Global (UK). His mission is to facilitate people in achieving their aspirations through action, bringing with him positivity and enthusiasm in the field of learning and development. Zain has conducted trainings for different corporates across Pakistan. He has also been a prominent figure at international conferences, facilitating learning sessions in India, Jordan, Thailand, and UAE.



021-35 277 511 | 051-9269850



marketing@ibp.org.pk | registration@nibaf.gov.pk



0303-065 29 63