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should not be rushed as impatience is seen as aggressive, rude and disrespectful. • Structure and hierarchy in Indian companies

- Within the system of hierarchy in the Indian work place, senior colleagues and especially elders are obeyed and respected. Discussions are almost always lead by the most senior person.
- Final decisions rest with the highest-ranking business executives, therefore it is important to maintain strong relationships with senior figures in Indian business.
- Working relationships in India
 - It is the responsibility of the senior management to monitor, check and look after their Indian subordinates.
 - Face and self-esteem is an essential part of Indian culture, therefore any individual criticism in business situations must be done carefully and with sensitivity.
 - Despite the distinguished hierarchical system, the relationship between an Indian boss and his employee can be similar to that of close relatives. This is a direct influence of the community life experienced for thousands of years in India.

India business Part 2 – Doing business in India

- Business practices in India
 - Meetings in India will generally begin with friendly small talk. This may include personal questions about your family and is seen as a way of building rapport and trust before business.
 - In India, the family unit is highly valued, therefore showing interest and respect towards your Indian counterpart's family is vital for establishing successful relationships.
 - In Indian culture disagreement is rarely expressed in a direct manner. The word 'no' is often avoided and is replaced by other non-verbal cues and indirect communication.
 - $\circ~$ During negotiations, trust and well-established relationships with your Indian counterparts must be in place before any form of business can take place.

Indian business etiquette (Do's and Don'ts)

- Do use titles wherever possible, such as "Professor" or "Doctor". If your Indian counterpart does not have a title, use "Mr", "Mrs", or "Miss".
- Do wait for a female business colleague to initiate the greeting. Indian men do not generally shake hands with women out of respect.
- Do remain polite and honest at all times in order to prove that your objectives are sincere.
 Don't be aggressive in your business pogetistings it can show discrete.
- Don't be aggressive in your business negotiations it can show disrespect.
 Don't take large or expensive gifts as this may cause embarrassment. If you do take a gift
- Don't date large of expensive gifts as this may cause embarrassment. If you do take a g make sure you present the gift with both hands.
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- Don't refuse any food or drink offered to you during business meetings as this may cause offence. In addition, it is useful to bear in mind that traditionally, Indians are vegetarians and do not drink alcohol.

Indian Culture Quiz – true or false

- 1. Shaking your head from side to side is a non-verbal signal for 'no'.
- 2. In India, the word `caste' can be translated as `colour'.
- 3. During a group meeting, it is customary to greet the youngest member first.
- 4. Feet are considered unclean; therefore you must never point your feet at a person.
- 5. When greeting business colleagues it is polite to bow deeply from the waist and say "namaste" three times.

Cultural Quiz – Answers

- 1. False. It is a visual way to communicate to the speaker that you understand what they are saying or that you agree with him.
- 2. True.
- 3. False. It is customary to greet the oldest members first as a sign of respect.
- 4. True.
- False. The correct way is to hold your hands together below your chin, nod or bow slightly, and say "namaste". However, handshakes are also appropriate in contemporary Indian culture.

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* Source: CIA The World Factbook 2007

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