



“The Simple Art of Business and Social Manners”

Presents

Business and Social Graces Seminar

“Understanding the Power of Proper Etiquette”

*Employers... Job seekers... People wanting to improve their business and social skills...
This is the class for you! Come and see what you have been missing...*

Employers, learn techniques that will improve employee moral and office environment.
Job seekers, gain the extra edge that will give them the confidence to impress the interviewer.
People wanting to improve their business and social skills, the entire session will fulfill your greatest expectation. *There is something for all!*

Power Survival Topics

1. What is Etiquette and What Impact Does It Have on Our Ability to Communicate Effectively?
2. Why are First Impressions so Important?
3. Understanding Cultural Differences When Greeting, Meeting, Making Introductions, Shaking Hands, and Saying Good-byes
4. Do not forget - Thank You Notes, Office Etiquette Cubicle Etiquette Proper Dress, Telephones, etc)
5. The Art of Dining (china, silver, crystal, seating, food rules, etc.)
6. Handling Business and Social Cocktail Hours with Grace and Finesse
7. Who Should We Tip and How Much?
8. Q&A Session



From the Board Room

To



The Dining Room

Manners Matters

Location: **World Trade Center Atlanta**
Sun Trust Plaza
303 Peachtree Street, N.E.
Lower Lobby Suite 100

Date: Thursday, May, 7, 2009
Coffee & Check In: 08:30 – 09:00
Class Time: 09:00 a.m. – 10:30 a.m.
Registration Ends: Tuesday, May 5, 2009

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How did you hear about us? _____ **Referred by:** _____