



*“The Simple Art of Business and Social Manners”*

Presents

## **A Business and Social Graces Seminar**

### **“Understanding the Power of Knowing 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 morale and office environment.
- **Job seekers**, gain the extra edge that will give you 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 i.e. Greeting, Meeting, Making Introductions, Hand Shaking, Saying Good-byes and Doing Business
4. Office Etiquette: Cubicle Etiquette, Correspondence, Thank You Notes, Proper Dress (What's Appropriate, What's Not?), Telephones Etiquette
5. The Art of Dining: A Dining Tutorial
6. Handling the Business and Social Cocktail Hours with Grace and Finesse
7. Faux Pars; the Hit List of Do's & Don'ts
8. Q & A Session



*From the Board Room*

To



*The Dining Room  
Manners Matters*

**Location:** International Civil Rights  
Center & Museum (ICRCM)  
134 South Elm Street  
Greensboro, NC 27401

**Date:** Tuesday, July, 26, 2011  
**Coffee & Check In:** 08:30 – 09:00  
**Class Time:** 09:00 a.m. – 12:00 noon  
**Registration Ends:** Monday, July 25, 2011  
**Cost:** \$35.00 per person

**This One Time Special Offer includes: Continental Breakfast and a Special Tour of the ICRCM**

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