



“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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"The Simple Art of Business and Social Manners"

REGISTRATION FORM

DATE _____

Name of Event: _____

Name: _____ **Title:** _____

Address: _____ **City/State/Zip:** _____

Company Name: _____ **Telephone:** _____

Address: _____ **City/State/Zip:** _____
(Company)

Make Checks Payable To: **Just Plain Etiquette**
 P. O. Box 4834
 Greensboro, NC 27404-4834

PAYMENT METHOD: Check Cash Visa MasterCard American Express
(Please Circle Method of Payment) **Credit Card Payments will be processed through Pay Pal.**

Credit Card Number: _____ **Expiration Date:** _____ **3Digit** _____
(Code)

Address: _____ **City/State/Zip:** _____
(Credit Card Billing address if different Cardholder Address)

E-Mail Address: _____ **Home or Cell Telephone:** _____

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