

Acing the Interview

60 – 90 minute interactive presentation

Land that job. Learn job interview technique and etiquette skills designed to make you stand out from other candidates. The job interview is more than putting on a suit and showing up with your resume. Learn skills that will help you land a great position.



Choose from topics below and create the perfect presentation.

- Etiquette, what is it?
- Common interview questions
- Introductions
- Cover letters
- Body language
- The art of conversation
- Follow up letters
- Fashion for business professionals
- Your body
- Listening skills
- When to talk benefits and salary
- Your resume
- The mock interview

The Etiquette Professionals

P.O. Box 6422 Fargo, ND 58109

Telephone (701) 371-1413

Web Address: www.EtiquetteProfessionals.com

E-mail Address: christine@EtiquetteProfessionals.com

Business Essentials

60 – 90 minute interactive presentation

Master the art of business etiquette!
Participants will learn proper etiquette and business protocol. Choose from topics below and create a program or interactive workshop to fit your business needs.



- Etiquette, what is it?
- Networking
- Business introductions
- The business card
- Body language
- The art of conversation
- Telephone etiquette
- E-mail protocol
- The power handshake
- Listening tips
- Gender differences
- Generational differences
- Common workplace manners
- The business lunch

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Preparing individuals with business skills and social graces ...When Manners Matter

Workplace Business Essentials

60 – 90 minute interactive presentation

Participants will learn proper workplace etiquette. Choose from topics below to design a workshop to fit your individual organizational needs.



- Etiquette, what is it?
- Gender differences
- Generational differences
- Common workplace manners
- Office body language
- Telephone etiquette
- Cubicle etiquette
- E-mail protocol
- Listening and conversation
- Networking skills
- Proper introductions
- Power handshakes
- The business card
- The body personal (hygiene, attire)
- Thank you notes

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Dining with Confidence

60 – 90 minute interactive presentation
(Meal and tea priced separately)

Master the art of dining etiquette. Participants will practice proper mealtime etiquette and manners skills designed to ensure a successful dining experience.



Choose from topics below and create the perfect presentation.

- Etiquette, what is it?
- Common social courtesies
- Introductions
- Table posture
- Body language
- The art of table conversation
- Dealing with difficult foods
- Thank-you notes
- Common mealtime questions
- The art of toasting
- Invitations
- Dining etiquette
- Table setting protocol
- International dining ➤ The tea party!

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Manners Matter

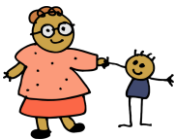
30-60 minute interactive presentation

Common courtesies and good manners will never embarrass you. Give your children the gift that will last a lifetime.



Choose from topics below and create the perfect presentation for your group.

- Why manners?
- Introductions
- Respect
- Listening
- Gossip hurts
- Good habits
- Telephone skills
- Table Manners
- Posture
- Please and Thank you
- Feelings
- Sneezing and other stuff



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