

# Beverly Hills Manners™

Presents

## "The Business Lunch" Business Etiquette for Professionals

Wednesday, June 16 2010

12:30pm to 2:00pm

\$115/person



Today more business is conducted over restaurant tables than in offices because it is at the dining table where relationships are solidified and the bridges of trust and understanding are constructed. Students graduating from the top business schools, as well as seasoned executives, are returning to the table to learn their do's and don'ts because to be successful in business one must also be proficient in all aspects of table dining.

**The Business Lunch** program educates participants on the importance of positive first impressions in the business world and covers all the skills of the table during a 5-course luncheon dining tutorial. This special course is designed to improve communication and presentation skills to maximize business goals and enhance relationships with clients, employers, associates and friends. By developing positive and powerful social skills in the business lunch setting, participants feel more comfortable and confident in all of their personal and professional relationships.

Additional specific course topics include:

- Selecting the Restaurant
- The Invitation
- Arrival
- Conversation Skills
- Techno-Etiquette
- Ordering
- Smoking/Drinking
- Discussing Business
- Exit
- Personal Note Follow Up

**Enrollment Policy:** Please complete the attached enrollment form and mail along with your payment of **\$115.00** to: **Beverly Hills Manners, 1075 Angelo Drive, Beverly Hills, California 90210.** Upon receipt of your payment, your space will be reserved.

### Date & Time

Wednesday, June 16, 2010

12:30pm to 2:00pm

### Location

**MCCORMICK  
& SCHMICK'S**

A PACIFIC SEAFOOD GRILL

**McCormick & Schmick's -  
Beverly Hills**

206 North Rodeo Drive

Beverly Hills

(310) 859-0434

### Dress Code

Business Formal

### Parking

2 Hour Complimentary

Parking is available at

Two Rodeo off of Dayton Way

### Contact Information

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# ENROLLMENT FORM—BUSINESS LUNCH—JUNE 16, 2010

Date: \_\_\_\_\_

Participant: \_\_\_\_\_

## Business Contact Information:

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Work email address: \_\_\_\_\_

5% Donation:  P.S. Arts  Aviva  Dress for Success  Determined to Succeed

How did you hear about us? \_\_\_\_\_

## Personal Contact Information:

Home Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_  
Home Cell

Email address: \_\_\_\_\_

## General Information:

Brief description about yourself: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interests/Ambitions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your strengths? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your weaknesses? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What would you like to gain from the class? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_