

# Beverly Hills Manners, Inc.

Presents

## “Stand Out Interviews”

**Monday, June 14, 2010**

**5:00pm to 6:30pm**

**Registration Fee \$100**

Recently unemployed or experiencing a job transition? Turn this phase into an opportunity by honing the skills you need to get back into the work force quickly.

In today's fiercely competitive market, acing the all important job interview is essential. The interview is an in-person introduction and an opportunity to learn more about you, your background and your interests. Its purpose is to determine if you are a good candidate and match. It is also an opportunity to ask questions about the position and the company's philosophy to determine if they are the best fit for you. An awareness of proper etiquette and good manners before the formal interview process begins will provide you with that extra edge to land your dream job.

### Program Highlights Include:

- Interview Preparation
- Grooming & Wardrobe Suggestions
- Appropriate Behavior
- Positive First Impressions
- Making Introductions (Handshaking & Eye Contact)
- Greetings (Formal vs. Informal)
- Listening & Conversation Skills
- Preparing List of Pertinent and Intelligent Questions to Ask
- Offering Appropriate Responses
- Final Thoughts
- Graceful Goodbyes
- Thank You Notes (Email vs. Handwritten)
- Follow Up

**Enrollment Policy:** Please complete the attached enrollment form and mail along with your payment of **\$100.00** to: **Beverly Hills Manners, 1075 Angelo Drive. Beverly Hills, California 90210.** Upon receipt of your payment, your space will be reserved. For more info, contact [info@beverlyhillsmanners.com](mailto:info@beverlyhillsmanners.com).



### Date & Time

Monday, June 14, 2010

5:00pm to 6:30pm

### Location

**McCORMICK  
& SCHMICK'S**

A PACIFIC SEAFOOD GRILL

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

206 North Rodeo Drive

Beverly Hills

(310) 859-0434

### Dress Code:

Please come dressed to class  
in appropriate attire for  
interviewing.

No jeans or sweat suits.

No flip flops please.

### Parking

Validated parking is  
Available in the garage below.

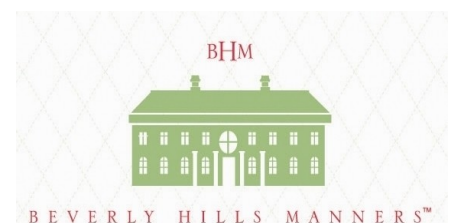
### Contact Information

Lisa Gaché

Beverly Hills Manners™

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310.467.1211 cell



# ENROLLMENT FORM—STAND OUT INTERVIEWS—JUNE 14, 2010

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

Participants Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_  
Home Cell

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

How Did You Hear About Us? \_\_\_\_\_

## Emergency Contact Information:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

## INFORMATION:

BRIEF DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

INTERESTS/AMBITIONS: \_\_\_\_\_

\_\_\_\_\_

WHAT ARE YOUR STRENGTHS? \_\_\_\_\_

\_\_\_\_\_

WHAT ARE YOUR WEAKNESSES? \_\_\_\_\_

\_\_\_\_\_

WHAT WOULD YOU LIKE TO GAIN FROM THIS CLASS? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_