

Beverly Hills Manners

presents

Branding & Business Etiquette for Professionals You are a Walking Advertisement for YOU!

Select a Tuesday: 10/3, 11/14 or 12/12

7:00pm to 10:00pm | \$195 per person



We are all constantly being observed. Colleagues and co-workers, prospective bosses, and clientele are making snap decisions about us within the first ten seconds of contact and before a single word has escaped our mouths. "Branding & Business Etiquette for Professionals" takes a comprehensive look at how to outclass the competition and place you at the top of your game. Whether working for an outside company or acting as your own boss, you are an ambassador of your brand and you will be held accountable for your behavior. Everything from the way you carry yourself, to your choice of words, and how you interact with others will either maximize your opportunity or hurt it. Taking the time to cultivate these soft skills will take the guess work out of the equation and ensure a positive image while projecting confidence and authority in all business endeavors.

Program highlights include:

- Separate Yourself From the Pack
- First Impressions, Lasting Impact
- Fake It, Until You Make It
- Look the Part (or Someone Else Will Get It)
- Body Language Needs No Translation App
- Keep Unsightly Habits Out of Sight
- If You Could Hear Yourself Talk
- Meet & Greet, Neat
- The Winning Handshake
- Smile, You're on Camera
- The Name Game
- Get It Right in Writing
- Power Breakfast, Lunch & Dinnering
- Golden Rules of Business Etiquette

Date & Time

Select a Tuesday
10/3, 11/14 or 12/12
7:00pm to 10:00pm

Location

Bedford & Burns
369 N. Bedford Drive
Beverly Hills
(310) 273-8585

Dress Code:

Please come dressed in appropriate attire for class. Avoid casual clothing please.

Parking

Metered or Garage Parking Available

Contact Information

Lisa Gaché
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www.beverlyhillsmanners.com

ENROLLMENT FORM—BRANDING & BUSINESS ETIQUETTE

Program Date: _____

Name: _____

D/O/B: _____

Profession: _____

Address: _____

Telephone: _____
Home Work Cell

Email Address: _____

How Did You Hear About Us? _____

Emergency Contact Information:

Name: _____

Relationship to Participant: _____

Phone Number(s): _____

I would like to purchase a signed copy of Beverly Hills Manners: Golden Rules from the World's Most Glamorous Zip Code by Lisa Gaché for \$14.95 each. Quantity _____ Not at this time**

Please add this amount to your registration. All pre-purchased books available for pick up on date of scheduled class.**

INFORMATION ABOUT YOURSELF

BRIEF DESCRIPTION: _____

INTERESTS/AMBITIONS: _____

WHAT ARE YOUR STRENGTHS? _____

WHAT ARE YOUR WEAKNESSES? _____

WHAT WOULD YOU LIKE TO GAIN FROM THIS CLASS? _____



BEVERLY HILLS MANNERS

— *dare to be polite* —

Credit Card Payment Authorization Form

Sign and complete this form to authorize Beverly Hills Manners, Inc. to debit your credit card listed below. By signing this form you give us permission to debit your account for the amount indicated, plus a 3% surcharge, before, on or after the indicated date.

Please complete the information below:

I _____ authorize Beverly Hills Manners, Inc. to charge my credit card account
(Full Name)
indicated below for _____ on this _____. This payment shall confirm registration in
(Amount) (Date)

(Class/Program Name)

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: Visa MasterCard

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3 digit number on back of Visa/MC) _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.