

Beverly Hills Manners™

presents

“Dine Like A Diplomat” Executive Dining Skills to Seal the Deal



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. 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.

Details such as knowing how to navigate the table, when to bring up business or how to be a gracious host or respectful guest not only displays confidence, but may also be the defining factor in sealing the deal.

“Dine Like A Diplomat” educates executives on the importance of positive first impressions in the business world and covers all the skills of the table during a 6-course dining tutorial. This special program is designed to improve communication and presentation skills to maximize business goals and enhance relationships with clients, employers, associates and friends. By fine tuning skills in the dining setting, executives are able to eliminate distractions, feel more comfortable and focus on the business at hand.

Now is the time to invest in polish and training for the executives and staff who are at the front lines of your company. In the increasingly competitive workplace, these skills may be the only way to separate you from your competition.

“Dine Like A Diplomat” - Topics Include

- Business Entertaining
- Extending & Accepting an Invitation
- Receiving Lines
- Host & Guest Duties
- Seating Guidelines
- Taking Your Seat
- Posture at the Table
- Napkin Placement & Usage
- The Three “B’s” of Toasting
- Styles of Eating (American, Continental & Asian)
- Silverware Savvy
- Resting & Finished Positions
- World Class Do's and Don'ts
- Eating Various Foods
- Excusing Yourself
- Handling the Bill & Gratuities

“Dine Like A Diplomat” may be conducted on company premises or at another location of your choosing. A Beverly Hills Manners representative will be available to coordinate location and catering options.

“Dine Like A Diplomat” is a four hour program offered at either 10:00am to 2:00pm or 4:00pm to 8:00pm.

Kindly contact us via email at info@beverlyhillsmanners.com or by phone at 310.276.9078 for more details and pricing on individual and group rates.

Supplementary materials provided by the Protocol School of Washington®.

ENROLLMENT FORM "DINE LIKE A DIPLOMAT"

Honorific and Name: _____

Position/Title: _____

Company: _____

Mailing Address: _____

Zip Code: _____

Telephone (Area Code): _____ Fax: _____

Cell Phone: _____ Email: _____

I understand that the non-refundable tuition will secure a space in the seminar. If the participant must postpone/cancel attendance, the participant may use the non-refundable tuition fee, minus a \$100.00 administrative fee for the seminars, at a later date. Postponements/cancellations must be received in writing 72 hours prior to the seminar or attendees are liable for the entire fee.

Signature: _____

SEMINAR TITLE

- DATE

SEMINAR TITLE

- DATE

Dietary Needs: Yes No (If yes, list on reverse side.)

Investment: \$ _____ (U.S.D.)

Method of Payment (Circle One)

* Check

VISA/MC

- Make check payable to Beverly Hills Manners, Inc.
- Enrollment priority is based on the order in which enrollment forms and payments are received.

Return to:
Beverly Hills Manners, Inc.
1075 Angelo Drive
Beverly Hills, CA 90210

For Office Use Only: Enrollment form and payment received on this date: _____