

Beverly Hills Manners, Inc.

presents

Western Manners for the Chinese



As more Chinese are travelling to and settling in America, they are becoming increasingly aware of how they are being perceived. Their position as citizens of the most powerful country in the world has piqued special interest in learning about foreign cultures and behaviors, particularly, the American way. With a large number of Chinese seeking refinement classes at etiquette schools in order to assimilate seamlessly into American society, Western manners have become the newest form of status symbol.

Beverly Hills Manners is pleased to announce a comprehensive 2-day program to address this growing need. Day one is devoted to making a positive and lasting impression with topics ranging from the intricacies of Western dining protocols to proficiency in mingling and how to engage in small talk. Day two is dedicated to everyday courtesies spanning the social and professional spectrum. Guidelines for how to behave both in public and private are explored from learning how to politely ask for something to knowing how to properly write a thank you note.

Each 4-hour session will culminate with a fine dining experience putting to practice a multitude of table and dining skills.

By the completion of the 2-day program, participants will feel an increased sense of self-esteem, a greater confidence in social and professional situations, and an overall elegance and ease that will open doors and encourage opportunities.

Day 1: Making Your Best First Impression

- Posture, Poise & Presentation
- Elocution & Vocalization Exercise
- Greetings & Introductions
- World Class Handshakes
- Eye Contact & Smiling
- Nametag Placement
- Personal Space
- Body Language
- The Art of Conversation
- Communication Skills (Electronic & Written)
- Table Manners & Formal Dining Skills
- Multi-Course Dining Tutorial

Day 2: Achieving Social & Professional Poise

- Cell Phone Etiquette
- Waiting in Line
- Opening Doors
- Elevators, Escalators & Stairs
- Travel Etiquette
- Entertaining Etiquette
- The Gracious Guest & Respectful Host
- Social Correspondence & Thank You Notes
- American Holidays & Customs
- The Do's & Don'ts of Business Dining
- Business Introductions
- Interviewing Skills
- Afternoon Tea & Etiquette

The 2-day program is offered from 10:00am to 2:00pm at the Peninsula Hotel in Beverly Hills and includes the multi-course dining tutorial and afternoon tea. For more information or to enroll, contact info@beverlyhillsmanners.com or call 310.27.9078.

ENROLLMENT FORM

WESTERN MANNERS FOR THE CHINESE

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

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: _____