



FINISHING SCHOOL

FINAL TOUCH EVERYONE NEEDS

You usually have less than 30 seconds to make a good first impression, and yet that impression may follow you indefinitely. In fact, according to Devora Zack, author of “Networking for People Who Hate Networking,” it takes 200 times the information to undo a first impression than it takes to make one.

ABOUT THE PROGRAM

This workshop is designed for students who want to learn how to make positive first and lasting impressions, feel more comfortable in social and business situations—both here and abroad—and polish their personal brands for personal and professional success.

MODULE 1- BUSINESS ETIQUETTE (Duration 12-15 hours)

- First Impressions: Written, Verbal and In-Person
- Art of greeting
- Art of introductions
- Art of addressing protocol in a business hierarchy
- Basic Conversation Principles
- How to Initiate and Gracefully End Conversations
- The Art of Small Talk
- Appropriate and Inappropriate Topics of Conversation
- How to Remember Names
- Social Networking Dos and Don'ts
- Telephone and Cell-Phone Etiquette
- Written Communications: E-mail and letter writing etiquette
- Non-verbal Communication
- Time Management
- Interview and Formal Business Meeting Protocol

MODULE 2- SOCIAL ETIQUETTE (Duration 3-4 hours)

- ❖ Art of Networking and Mingling with Ease and Grace at Social gathering
- ❖ Introductions in social gathering
- ❖ Being a host/hostess
- ❖ Art of Thank you notes
- ❖ Art of greeting, walking, sitting and conversing

MODULE 3- IMAGE ENHANCING

(Duration 4-6 hours)

- ❖ The Importance of Impeccable Grooming
- ❖ Why Quality is More Important Than Quantity
- ❖ How Your Accessories Speak Volumes about You
- ❖ Confidence building
- ❖ Developing Your Own Personal Style
- ❖ Formal Business and Business Casual Attire
- ❖ Voice Modulation
- ❖ Body language Signs

MODULE 4- DINING SKILLS, TABLE MANNERS

(Duration 3-5 hours)

- ❖ Styles of Eating: American, Continental and Asian
- ❖ Silverware Savvy
- ❖ Taking Your Seat and Napkins
- ❖ How to Look Polished and Professional Entertaining in a Restaurant
- ❖ Host and Guest of Honor Duties at a Restaurant and at Home
- ❖ Toasting and Tipping
- ❖ Dos and Don't of Dining Etiquette

METHODOLOGY

A highly interactive program uses instructor led discussions, role-plays, audio/video clips, experiential games to achieve the desired results

DURATION

The program can be customized as per the need, in the current format the duration ranges between 25-30 hours.