

Business Etiquette: Gaining That Extra Edge

If you've ever had an awkward moment where:

- You aren't sure which fork to use,
- You don't know which side plate is yours,
- You've ever had to make small talk with a Very Important Person and been lost for words...

Then you know just how agonizing such moments can be. Even worse (and what can be even more damaging to your career) are the social gaffes you aren't even aware you make. This one-day workshop will help you handle most of those socially difficult moments.

What Will Students Learn?

- ✓ Effective networking, including making introductions, shaking hands, and using business cards appropriately
- ✓ How to dress appropriately for every business occasion
- ✓ How to feel comfortable when dining in business and formal situations
- ✓ How to feel more confident of your business communication in every situation
- ✓ That extra edge that establishes trust and credibility

What Topics are Covered?

- ✓ Business etiquette basics
- ✓ The handshake
- ✓ Business card etiquette
- ✓ The skill of making small talk
- ✓ Do you remember names?
- ✓ Making that great first impression
- ✓ Dress for success
- ✓ Business dining
- ✓ E-mail and telephone etiquette

What's Included?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ Personalized certificate of completion

Pre-Registration Information

Yes! I would like to attend **Business Etiquette – Gaining That Extra Edge!**

Sign me up for the following session:

- Midrand, Gauteng
- Cape Town, Western Cape

- All workshops are from 8:30 a.m. until 4:30 p.m.
- Cost: R1260.00 per person
- Prices and dates are subject to change.

Your Information

Name: _____

Position: _____

Organization: _____

Telephone: _____

E-mail Address: _____

Mailing Address:

Salem Consulting

191 Bekker Road,
Midrand, Gauteng
South Africa, 1686

Mobile phone: (+27) 063 275 6513

Fax: (+27) 086 617 6110

Web Site: www.salem-consulting.co.za