Presenting a Professional Image

Professional appearance reflects a professional work ethic

Content
- First impressions/Presenting a Professional Image
- First Interview Tips
- Grooming and Wardrobe guidelines
- Understanding dress codes
- Business Etiquette
- Body Language and Posture
- The art of tying a Tie

The Art of Etiquette

Obtaining social skills, personal style and etiquette to be the best they can be

Content
- Telephone, mobile and email etiquette
- Social etiquette
- Overall dining etiquette
- Simple courtesies and good manners
- Social Function Etiquette
- Thankyou's

Modern Manners for Young Men

Development of style

Content
- The Handshake
- Introductions with confidence
- Dating Etiquette
- Treating young women respectively
- The protocol of meeting people
- Appropriate social behaviour
- Conversation Techniques
- Giving speeches, vote of thanks and public speaking