

# *Steph Into "G"* Grooming, Glamorous, Gorgeous, Glorious, Social Grace

*Learn the important fundamentals of Etiquette and Great Social Skill*

## **Professional Grooming Looking Your Best (Social Etiquette)**

### **Purpose of the Programme**

Learn the appropriate skills to interact in any occasions or events.  
Qualified on paper, but clueless about etiquette - (Paper qualifications may not be all to landing a job)

To survive and thrive in today's ever-changing, global economy, good business etiquette is a vital, powerful, and profitable skill to acquire.

Etiquette is about presenting yourself with the kind of polish that shows you can be taken seriously. Etiquette is also about being comfortable around people (and making them comfortable around you!)

Learn how to effectively interact in any business situation to leave a positive lasting impression and opportunity.

### **Course Outline**

- Proper Introductions (Social & Business)
- Kiss, Hug, Greetings
- Handshakes
- Presence and body language
- Appropriate Business Dress
- How to start a small talk
- Telephone Etiquette
- Business Card Etiquette
- Table Manners
- How to eat certain foods
- Restaurant Etiquette
- Dining Etiquette Dos' and Don't
- Skin care & Make-up

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## *Learn the important fundamentals of Etiquette and Great Social Skill*

Most people are aware of the basic rules of etiquette like “ladies first”, holding doors open for women and never putting elbows on the table. However, Social etiquette takes on a whole new meaning when dealing with people from different cultures and countries.

At the program’s conclusion, participants will have an understanding of their overall appearance social etiquette and most importantly, how they present themselves with style and grace.

Duration: 8 hrs

Participant: Min 10 / Max 20 participants

Door Gift : 1 Set per participant

### **List of instructional strategies**

Video show / Power point slides

Discussion

Demonstrations / Theory