



Business Etiquette: Gaining That Extra Edge

Overview: In today's world, business demands more than keeping your nose to the grindstone and your ear to the ground. You need business savvy and the ability to establish yourself in a credible manner. A faux pas at the wrong time can damage your career. If you are newly appointed to a management position, or if you interact with people you don't know on a regular basis, this workshop can help you succeed. If you want to enhance and polish your business image, or if you just want to avoid feeling uncomfortable in the corporate world, this workshop will allow you to take a quantum leap forward in skill, sophistication and confidence.

What You Will Cover:

- Why business etiquette is important to your career
- How to make a good first impression
- Ways of remembering names
- When and how to give out your business card
- How to shake hands
- How to dine with confidence
- What to include in a business wardrobe

How You Will Benefit:

- Finesse introductions-from shaking hands and using eye contact to remembering names
- Prepare for meetings, even if you aren't presenting
- Dress appropriately for every business occasion
- Feel more confident of your business communication in every situation
- Gain that extra edge that establishes trust and credibility

What's Included?

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

TIME: 9am – 4pm. FEES: \$2,000.00 onsite up to 12 people.
\$300.00 per person offsite, plus applicable taxes. *Prices
and dates are subject to change.

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