

Time Management- Get Organized for Peak Performance

If you have had some awkward moments where you aren't sure which fork to use or which side plate is yours, or if you've ever had to make small talk with some VIP and been lost for words, you know just how agonizing such moments can be. However, what can be even more damaging to your career are those things you aren't aware of, the social gaffes you aren't even aware of making.

Workshop Benefits:

- 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 Will Be Discussed?

- ✓ Fear of Embarrassment
- ✓ Test Your Business Etiquette
- ✓ The Handshake
- ✓ Business Card Etiquette
- ✓ The Skill of Making Small Talk
- ✓ Do You Remember Names?
- ✓ Review Exercise
- ✓ Making That Great First Impression
- ✓ Dress for Success
 - Dressing the Part
 - What's Your Code?
 - Adding Color to your Wardrobe
- ✓ Business Dining
- ✓ E-Mail and Telephone Etiquette
- ✓ In Good Company's Business Etiquette Quiz

