

Business Etiquette

WORKSHOPS

Just Plain Rude

Do you know someone that you prefer not to be seen in public with because of how he/she behaves? Do you have a co-worker who doesn't realize that they come across as aggressive at work? Or, do you sometimes catch yourself wishing you could take back something you said or did because the situation got away on you and maybe you were rude? Incivility directly impacts our self-esteem, our relationships, and even our health. Join Chicago's leading civility expert Rebecca Sanders and learn about behavioural accountability, the costs of rudeness, and strategies for increasing civility at work.

After attending this session, participants will be better able to:

- Understand the difference between being rude and just being mean
- Recognize when rudeness becomes assertiveness
- Keep their own rudeness in check; assessing habits that can cost your reputation and the respect of others
- Adopt strategies for addressing rudeness in any situation

Corporate Courtesies

Whether you're picking a client up from the airport, hosting a company golf tournament or entertaining suppliers at a sporting event, you are expected to present a polished and professional image of yourself and your company. This means knowing what is appropriate dress, what food or beverage to provide, how to make guests comfortable and what the guidelines are for mixing business and pleasure in any situation. Attention to the details and surpassing clients' expectations is key to creating a memorable positive impression.

How to Avoid Being a Cocktail Weenie™

MIXING BUSINESS AND PLEASURE

After this entertaining and practical keynote, you'll understand why the executive standing by the shrimp tree might leave having satisfied their appetite but they'll have missed out on meeting key clients. If you have ever been fearful about walking into a room full of strangers but want to learn how to make the most of every schmoozing situation, this humorous and experiential session is for you.

Shaken not Stirred!

CORPORATE DINING AND ENTERTAINING FOR BUSINESS

Think how much more business you could accomplish if you weren't worried about which fork to use. Polished dining and corporate entertaining skills contribute to an overall image of competence and confidence. During this very entertaining and informative session which is presented over a meal, attendees learn the basics of business dining, how to present themselves competently in social situations and how to effectively mix business and pleasure. Anyone who meets or entertains for business would benefit from this presentation.

INTERESTED IN HOSTING A BUSINESS ETIQUETTE WORKSHOP? Contact us at chicagocenter@mail.com.