

Beverly Hills Manners, Inc.

presents

"THE ART OF CIVILITY" FOR TEENS

Tuesday, December 7, 2010

5:00pm to 8:00pm

Ages 13 and older

Kindness and respect for one's fellow human being is at the basis of all civilized societies. Treating others with courtesy, thoughtfulness and cooperation not only produces a more civilized society, but also makes our world a better place in which to live.

"The Art of Civility" program explores these sentiments and applies practical methods for practicing civility at home, at school and in various social environments. Participants also enjoy a multi-course dinner providing further exploration into civilities associated with the table and fine dining.

Program Highlights Include:

- Civil vs. Uncivilized Behavior
- The Golden Rule
- Positive First Impressions
- Grace and Poise
- Dignity and Decorum
- Dress Codes for Success
- Speech and Diction
- The Art of Conversation
- Proper Introductions
- Communication Skills
- Telephone & Cell Phone Etiquette, Emailing & Texting Manners
- Netiquette
- Written Correspondence and Thank You Notes
- Tact and Diplomacy
- Conflict Resolution Styles

Enrollment Policy: Please complete the attached enrollment form and mail along with your payment of **\$150.00** to: Beverly Hills Manners, Inc., 1075 Angelo Drive. Beverly Hills, California 90210. Upon receipt of your payment, your space will be reserved.



Date & Time

Tuesday, December 7, 2010

5:00am to 8:00pm

Location

**McCORMICK
& SCHMICK'S**

A PACIFIC SEAFOOD GRILL

**McCormick & Schmick's-
Beverly Hills**

206 North Rodeo Drive
Beverly Hills
(310) 859-0434

Dress Code:

Please come dressed to class
in appropriate attire.
No jeans or sweat suits.
No flip flops please.

Parking

Validated parking is
Available in the garage below.

Contact Information

Lisa Gaché

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BEVERLY HILLS MANNERS™

