

Beverly Hills Manners™

presents

“THE ART OF CIVILITY”

Saturday, March 6, 2010
10:00am to 1:00pm
Registration Fee \$150

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. This kindness and care for another comes not just from following certain rules of behavior and etiquette guidelines, but from genuinely caring from within.

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

Program Highlights Include:

- Civil versus uncivilized behavior
- The Golden Rule
- Making a positive first impression
- Image/Grooming/Style
- Personal habits
- Dress codes for success
- Speech and diction
- Art of Introductions
- Forms of Address/Titles/Remembering names
- Invitations/The Written Word/Stationary/Correspondence
- Electronic manners/email/cell phones
- Gift giving protocols
- Social vs. business etiquette
- Conflict resolution styles/dealing with difficult people
- Art of negotiating - Sir Thomas Moore style of debate
- Understanding cultural differences

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



Date & Time

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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

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