

# Beverly Hills Manners™

presents

## "NETIQUETTE" Minding Your Online Manners

Wednesday, June 8 2011

5:00pm to 7:00pm

13 years and older / Cost \$115 per person

Beverly Hills Manners is pleased to offer a specialized program on "Netiquette". Netiquette is a term that has been used to define all of the guidelines that assist us with online communication. It provides general rules of protocol for such technologies as emailing, blogging, texting, social networking and all other forms of new technologies for communicating.

Learn how to navigate online communication tools and the most appropriate ways of maintaining a positive online image. In a time when the walls between online and offline communication are coming down, protecting yourself and knowing the proper way to behave is not only sensible, but vital in today's world. Along with the program, a light dinner will be served.

### Program Highlights Include:

- Online vs. Offline Behavior—Differences & Similarities
- Breaking Down the Rules of Blogging, Emailing, Texting
- Social Networking Safely
- Facebook & Twitter - Self Promotion or Self-Damaging?
- Online Communications with Friends
- Cyber-Bullying & Online Slander
- Online Flirting & Cyber-Romance
- Online Profiles & Resumés
- Cleaning Up Your Online Reputation
- Staying Safe—General Tips for Cyber Safety

**Enrollment Policy:** Please complete the attached enrollment form and mail along with your payment of **\$115 to: Beverly Hills Manners, 1075 Angelo Drive, Beverly Hills, California 90210**. Upon receipt of your payment, your space will be reserved.



### Date & Time

Wednesday, June 8, 2011  
5:00pm to 7:00pm

### Location

**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  
Beverly Hills Manners™  
310.276.9078 ph  
310.467.1211 cell  
info@beverlyhillsmanners.com



# ENROLLMENT FORM—NETIQUETTE—JUNE 8 2011

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Age: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Home

\_\_\_\_\_

Work

\_\_\_\_\_

Cell

Email Address: \_\_\_\_\_

How Did You Hear About Us? \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION:

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

## INFORMATION ABOUT YOURSELF:

BRIEF DESCRIPTION: \_\_\_\_\_

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INTERESTS/AMBITIONS: \_\_\_\_\_

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WHAT ARE YOUR STRENGTHS? \_\_\_\_\_

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WHAT ARE YOUR WEAKNESSES? \_\_\_\_\_

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WHAT WOULD YOU LIKE TO GAIN FROM THIS CLASS? \_\_\_\_\_

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