

Beverly Hills Manners, Inc.

Presents

“Stand Out Interviews”

Monday, January 24, 2011

5:00pm to 7:00pm

Registration Fee \$125

Recently unemployed or experiencing a job transition? Turn this phase into an opportunity by honing the skills you need to get back into the work force quickly.

In today's fiercely competitive market, acing the all important job interview is essential. The interview is an in-person introduction and an opportunity to learn more about you, your background and your interests. Its purpose is to determine if you are a good candidate and match. It is also an opportunity to ask questions about the position and the company's philosophy to determine if they are the best fit for you. An awareness of proper etiquette and good manners before the formal interview process begins will provide you with that extra edge to land your dream job.

Program Highlights Include:

- Interview Preparation
- Grooming & Wardrobe Suggestions
- Appropriate Behavior
- Positive First Impressions
- Making Introductions (Handshaking & Eye Contact)
- Greetings (Formal vs. Informal)
- Listening & Conversation Skills
- Preparing List of Pertinent and Intelligent Questions to Ask
- Offering Appropriate Responses
- Final Thoughts
- Graceful Goodbyes
- Thank You Notes (Email vs. Handwritten)
- Follow Up

Enrollment Policy: Please complete the attached enrollment form and mail along with your payment of **\$125.00** to: **Beverly Hills Manners, 1075 Angelo Drive, Beverly Hills, California 90210**. Upon receipt of your payment, your space will be reserved. For more info, contact info@beverlyhillsmanners.com.



Date & Time

Monday, January 24, 2011
5:00pm to 7:00pm

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 for
interviewing.

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



