

# Beverly Hills Manners™

Presents

## “Stand Out Interviews”

**Monday, January 10, 2011**

**5:00pm to 6:30pm**

**Registration Fee \$100**

An interview is a meeting between a student and a representative of the school such as a Dean or Director of Admissions. The meeting is typically an in-person introduction and an opportunity to learn more about you, your background and your interests. The purpose of the interview is for the school to determine if you are a good candidate and match for the school. It is also an opportunity to ask questions about the school's philosophy and curriculum to determine if the school is the best fit for you.

To get into the top schools, children must ace the interview. They should be civilized, even likable. A quick review of proper etiquette and manners before the formal interview process begins provides candidates with that extra edge in the increasingly competitive school admissions game.

### 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
- 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 **\$100.00** 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](mailto:info@beverlyhillsmanners.com).



### Date & Time

Monday, January 10, 2011

5:00pm to 6:30pm

### 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



