

Business Etiquette Presentations

~ Topics of Study ~

A Proper Introduction
Tips for Job Interviews
Posture Resolutions
First Impressions
Telephone and Cell Phone Etiquette
Table and Restaurant Etiquette
Do's and Don'ts of Public Speaking
How to be a Good Conversationalist
Proper Wardrobe in a Business Setting
Properly Addressing People that have titles
Proper way to entertain employers and employees
Etiquette of communication
Characteristics that forecast success in Business
Recommendations for charm
Voice Recommendations in a Business Setting
Making the most of attending meetings
Tips for attending Business Related Parties

\$200.00 per Hour for 10 People
(\$20.00 for each additional Person)
Private Business Etiquette & Etiquette Training Available
(For all ages)
(\$65.00 per Hour - Two Hour Minimum)

Our speaker will travel to your place of business.

Call Millie Lewis Models and Talent at
843 - 571-7781- fax - 763-0365
www.millielewischarleston.com