



## **Dining Skills for Today**

**Business is often conducted during cocktail parties and dinner meetings that on the surface seem purely social. Knowing how to take advantage of the potential in these situations adds to your nine-to-five abilities. Be confident that you are totally at ease during such occasions.**

**Savvy dining skills play a major role in the business arena today. Top management at many Fortune 500 companies take potential front line employees to lunch or dinner to observe their comfort level with executives, spouses, wait staff, and, yes, even the myriad of silverware. Like it or not, management equates good manners with competence in business and poor manners with incompetence.**

**To climb the corporate ladder, you must seize every opportunity to distinguish yourself and your employer from the competition. *Dining Skills for Today* offers an invaluable set of tools for those special situations where business relationships are developed and strengthened in social settings. A tutorial luncheon or dinner will be served.**

**Topics that will be discussed are:**

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| ❖ <b>Business entertaining</b>           | ❖ <b>Host/hostess and guest duties</b> |
| ❖ <b>Place setting maps</b>              | ❖ <b>Silverware savvy</b>              |
| ❖ <b>The silent service code</b>         | ❖ <b>Body language at the table</b>    |
| ❖ <b>Handling accidents</b>              | ❖ <b>Difficult to eat foods</b>        |
| ❖ <b>Forms of service</b>                | ❖ <b>Toasting</b>                      |
| ❖ <b>American and Continental styles</b> |  |

**NOTE: This seminar includes role-playing exercises. Each participant is provided a workbook to keep as a reference guide.**

**Be at Ease as a Guest or Host/Hostess**

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