

The Image & Etiquette Institute of N.J.®
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CO-ED Teen Finishing School

**A Weekend Six Hour Course for High School Students
presented on Saturday & Sunday Afternoon**

Objective of Program: To provide the basics of social and dining skills to High School students in preparation for their College and Career Interviews. This program will help them develop a more polished presence, increase their self-esteem and overall confidence. Offering this to a Co-ed group, gives them an opportunity to improve their interpersonal skills, with fun exercises. The students will leave with a “competitive edge” over their peers, which will help them make a great **first** impression at their important interviews.

Attire: Pants/Skirts with Shirts/Tops. No Jeans or Sneakers.

Outline of Program:

On Saturday: Session 1 –Social Etiquette 2:30 to 5:30PM

Topics include: Making introductions
Proper Eye Contact & Hand Shakes
Body Language & Respect for Boundaries
How To Read Other People (for Win Negotiations)
Understanding Multi-Cultural Manners
Review of Interview Techniques

On Sunday: Session 2-Table Etiquette & Dining Skills 2:30 to 5:30PM

Topics include: Understanding Place Settings
Napkin Etiquette
How to Pass Food & Be Served
Proper Hygiene & Posture at the table
Making Toasts & Small talk
Duties of a Guest
Importance of Thank You Notes

This workshop will be followed by a formal Dining Tutorial Dinner From 5:45 to 7:30PM in the Hotel Restaurant. Parents are invited For an additional \$50. per person. Certificates of Achievement will Be presented.

Tuition per Student: \$795. includes the Course Manual And Tutorial Dinner. A 5% courtesy discount given to family sending two or more children. Advance Registration & 50% Deposit required. Space is limited to 10 Students.

