

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.**

