

# **The Image & Etiquette Institute of N.J.®**

**1275 15<sup>th</sup> Street, Suite 8C, Fort Lee, N.J. 07024**

**Tel. 201-886-2513 Fax. 201-886-8560**

## **WINNING WAYS FOR Tweens & Teens**

**This is a 12-hour Program designed for children ages 10 to 14. Two hour weekly Sessions. Program can be customized for either a month or a six-week period.**

### **Session 1 Social Etiquette**

**Topics include: Introducing Yourself & Others  
Proper Eye Contact & Hand Shakes  
Respect for Boundaries  
Greetings from around the World  
Giving & Receiving Compliments**

### **Session 2 Posture & Poise**

**Topics include: Good Grooming  
Care of Clothing  
Proper Posture-Walking & Sitting**

### **Session 3 Electronic Manners**

**Topics include: Telephone Etiquette  
Use of Cell Phones in Public Places  
Email Etiquette  
Elevators & Escalators  
Movies & Theaters**

### **Session 4 Table Etiquette & Dining Skills**

**Topics include: Understanding Place Settings  
Proper Use of Flatware  
American & Continental Styles of Dining  
Napkin Etiquette  
Proper Hygiene & Posture at the Table  
How to Pass Food & Be Served  
Making Small Talk conversation**

### **Session 5 Dining Tutorial Luncheon**

**A Two-Hour Lunch at an upscale  
Restaurant.**

**Tuition: \$1,250.**

**Cost includes Workbook and Luncheon  
10% discount given to family sending more than  
one Child.**