



## **SHAKEN NOT STIRRED**

### **Corporate Dining and Entertaining for Business**

Think how much more business you could accomplish if you weren't worried about which fork to use. Polished dining and corporate entertaining skills contribute to an overall image of competence and confidence. During this very entertaining and informative session which is presented over a meal, attendees learn the basics of business dining, how to present themselves competently in social situations and how to effectively mix business and pleasure. Anyone who meets or entertains for business would benefit from this presentation.

*Upon completion of this seminar, attendees will be better able to:*

- Feel comfortable in mixing business and social situations.
- Understand the "business priority".
- Wine and dine graciously with co-workers, higher ups and clients.
- Entertain corporate clients with ease.
- Learn technical dining skills that can help you present yourself with confidence in dining scenarios.

**\*Sample session over a meal**

**(Soup & rolls, Entrée and Dessert)**

- What's the tangible cost of rudeness to business?
- What is etiquette and why is it important to modern business?
- Presenting.... me! Making an entrance/exit
- First impressions and mastering your non-verbal communication cues.
- Service starts with a smile
- Let the games begin-proper use of business cards name tags
- Shake, rattle and roll- proper handshakes and introductions
- You know- what's his name-the art of remembering names
- Choosing the restaurant/Making reservations

## Corporate Dining

- Meeting/Greeting/Seating guests
- Menu Selections
- Napkins and use of utensils

### *Soup is served*

- Eating bread and buns
- Proper way to eat soup
- Passing etiquette
- Use of condiments

### *Entrée is served \* wine service option*

- Continental versus American style eating
- Eating difficult foods
- General dining etiquette
- Small talk- big meaning: the art of conversation
- Communicating confidence and competence
- A good story begins with....
- The art of interruption
- Is anybody listening? Listening skills.
- A little cheese with that wine? Basic wine etiquette
- Business etiquette basics: telephone, cell phone and email guidelines
- Don't take the bait- dealing with difficult people/situations with grace and charm

### *Dessert and coffee are served*

- Toasting guidelines
- Paying the bill and tipping etiquette
- Burps & Slurps- reception etiquette
- How to work the room
- Take your reputation home with you
- Making toasts and podium protocol
- The hostess with the mostest! Building rapport with clients
- Following up- service strategies for leaving with your reputation intact
- Questions and Answers

### *Benefits:*

Learn technical dining etiquette and present yourself with confidence in dining situations.