

Kit 2: Setting the Standard; Corporate Courtesies (5 comprehensive lessons)

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More info...Setting the Standard (5 lessons) 318 pages of detailed lesson plans and support materials- ready-to-use, created by the leading experts in the field. You can start making money using and teaching these lessons immediately!

This core content covers essential business entertaining and corporate courtesy. Topics include everything from formal business dining, to networking and reception etiquette, corporate gift giving, proper use of thank you cards and business correspondence, corporate event planning, meeting and presentation protocol, business travel etiquette, and mixing business and pleasure guidelines.

1. The Basics of Business Dining
2. Networking Etiquette: Mixing Business and Pleasure
3. Corporate Civility: Attending to the Details
4. Meeting and Presentation Etiquette
5. Business Travel Etiquette

BONUS- Buy a 5-lesson training kit now and we'll send you 3 additional complimentary e-books written by Canada's leading expert on civility in the workplace:

- ❑ Power Suit, Power Lunch, Power Failure
- ❑ Pass the Promotion Please
- ❑ P's and Q's for Profit