



Build Your Own Trainer Toolkit Order Form

Please fill out order form in its entirety and fax to 1-877-810-0278

Contact Information:

Contact Name

Street Address

City, Province/State, Postal Code/Zip Code

Country

Daytime Telephone () _____ Alt. Telephone () _____

Fax () _____ Email _____

Build Your Own Trainer Toolkit - Please Choose One:

Getting Started Toolkit \$499.00 = Choose any 5 Lessons, 1 Add-Ons & 1 Training Tool

Intermediate Toolkit \$799.00 = Choose any 10 Lessons, 2 Add-Ons & 2 Training Tools

Advanced Toolkit \$1499.00 = Choose any 20 Lessons, 3 Add-Ons & 3 Training Tools

Payment Preference Please Choose One:

I prefer to pay the full amount of my new Build Your Own Trainer Toolkit via credit card (VISA, M/C, AMEX, DISCOVER) through the www.startyourownetiquettebusiness.com website via the secured PayPal option

I prefer to mail a check or money order in the full amount payable to: The Center for Organizational Cultural Competence (COCC) or Lewena Bayer, 214 Ashland Avenue, Winnipeg, Manitoba, Canada R3L 1L2

Note: Orders paid via major credit card will be shipped to the customer within two (2) business days. Orders paid via check or internationally accepted money order will be shipped once payment clears the payment processing center, and could take up to 30 business days before product is shipped.

Build Your Own Trainer Toolkit – Step #1

Choose any of the following 5, 10 or 20 Individual Lessons

Business Etiquette Lessons PDF Versions

Communicating Professionalism	Verbal Communication
Non-Verbal Communication	High-Tech Talk – Technology & Courtesy
Office Politics for the Non Political	Corporate Civility – Attending
The Basics of Business Dining	Meeting & Presentation Etiquette
Networking & Mixing Etiquette	Business Travel Etiquette
Boost Your Social IQ	Professional Dress for Men
Productivity & Priorities	Professional Dress for Women
Making Minutes Count – Time Management	Projecting Confidence
Decision Making & Negotiating	Elements of Professionalism – Demeanor &
10 Steps to Building Confidence	Attitude
Lasting Impressions	

Culture at Work™ Lessons PDF Versions

Creating a Culture of Connectedness	Interacting in Meetings and Nuances of
Making Contact – Greetings & Introductions	Communication
Corporate and Personal Gift Giving	Appropriate Business Dress & Decorum
World Wide Business Dining – Tips &	Around the Globe
Techniques	Diversity in the Workplace & Other
	Sensitive Issues

Good Apple Manners Lessons for Kids PDF Versions

ABC's Of Party Etiquette	Show What You Would Do
Basic Table Manners	Showing Kindness to Others
Be A Manners Detective	Smile And The World Smiles With You
Being Clothes-Minded	Social Behaviour In Special Places
Beware The Table Monsters	Table Setting Cutouts
Helping at Mealtime	Thank You and Appreciation
Hey, She Has Purple Hair...	The Best Sleepover
How Do You Talk To A Phone?	The Hostess with the Mostest
I Can't Get Any Respect	Tools Of The Trade
I Respect Myself	Top 10 Dining Mistakes
Manners At School	What About Handshakes
Polite Words To Remember	What Do You Do When You Meet Someone
Practicing Posture	New?
Proper Greetings & Introductions	What's A First Impression
RSVP – ABC's	Whispering, Keep It Positive
Rules Weren't Made To Be Broken	

Build Your Own Trainer Toolkit – Step #2

Choose any of the following 1, 2 or 3 Add-On Materials

New Tailored Lessons for Kids PDF Versions

Charming Chatter Boxes – Conversation Skills Workshop for Children ages 3-7
The Art of Conversation – Conversation Skills Workshop for Children ages 8-11
Behavior All Stars – Sportsmanship Workshop for Children ages 3-7
Major League Manners – Sportsmanship Workshop for Children ages 8-11
Bee Polite – General Manners Workshop Plan for Children ages 3-7

Setting Workplace Standards SM Business Etiquette Briefs PDF Format

Briefs contain 12-25 pages of “need to know” content, self-assessments and practice exercises with answer keys

Civility World Wide	Business Travel
Communicating Respect & Leadership	What’s Your Social IQ
Non-Verbal Communication	Productivity & Priorities
Verbal Communication	Time Management
High Tech Talk	Decision Making and Negotiating Skills
Office Politics	Confidence
Business Dining	First Impressions
Networking	Professionalism
Corporate Courtesies	Professional Dress for Men
Meetings and Presentations	Professional Dress for Women

Build Your Own Trainer Toolkit – Step #3

Choose any of the following 1, 2 or 3 Training Tools

Additional Enhancing Training Tools

Start Your Own Etiquette Business Guide –

- Kit provides cost-effective, practical tools that meet the needs of modern business and individuals wanting to be teach civility in their homes, communities, or workplaces.

Good Apple Guide to Good Manners – All-in-one Guide

- Kit includes 30 detailed lesson plans for instructions plus activities, worksheets and practice exercises for participants.

Manners on the Menu –

- Knowing the rules for dining – Includes Instructor Manual, Participant Worksheets, and Power point with Leader’s notes.

Tea Etiquette by Louise Fox –

- Earn extra income by presenting Tea & Etiquette Seminars – Kit includes presentation speech, masters, quiz and recipe handout

Beware the Table Monsters – e-book (with repeatable downloads)