



The Certificate in Conventional Protocol and Social Etiquette

WEDNESDAY, SEPTEMBER 28, 2022

A workshop on professional and social skills for diplomats, business people, students, graduates, and individuals from all-walks-of-life, who would like to reinforce/enhance and to be confident about their professional and social conduct.

Join Margaret Dickenson as she presents NPSIA-PT&D's new Certificate in Conventional Protocol and Social Etiquette workshop, an abbreviated version of the Practical Certificate in International Social Protocol ~Networking, Cocktail and Dining Etiquette~ workshop. This unique 1-day skills development program provides the basic rules of professional and social protocol as well as instruction in appropriate networking, cocktail, dining and entertaining etiquette.

Preview of workshop on Conventional Protocol and Social Etiquette, and so much more:

The workshop begins with the basics of business and social protocol and etiquette:

- How to introduce oneself and others - as well as a group; successful networking tips
- How to access conversational groups of various size
- Etiquette of business card presentation
- Introduction to cocktail etiquette including the technique of managing a drink glass, hors d'oeuvre/cocktail plate in one hand
- Drawing attention to "buffet table" etiquette

The workshop then moves to the table:

- International standard for correctly set table
- Seating plans which vary for professional and social situations
- Accepted codes for the service of food and beverages
- The use of cutlery for various courses of a meal
- Emphasis and discussion on table etiquette

The important roles of hosting and being entertained in professional and social environments:

- Highlighting protocol regarding both the host and guests in a restaurant setting
- Appropriate topics of conversation and avoiding awkward situations
- Discussion on "toasting"; clarifying the "does and don'ts" of toasting
- The workshop concludes with a focus on "The art of inviting and being a gracious guest".

Location: 3112 Richcraft Hall, Carleton University (pending Public Health advice) and ONLINE

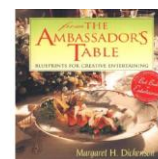
Time and date: 10:00 AM – 3:00 PM

Registration fee: \$ 75.00 + HST for students, \$ 125.00 + HST for Carleton Alumni and Staff.

General Admission: \$ 150.00 + HST



Margaret Dickenson is bestselling author of *Margaret's Table* and *From the Ambassador's Table* which have both won multiple international awards including Best Entertaining Cookbook in the World.



Visit www.margaretstable.ca to learn more about Margaret Dickenson!

To register for this program please visit www.carleton.ca/npsia-ptd/ or contact npsia-ptd@carleton.ca.