



## The Practical Certificate in International Social Protocol ~ Networking, Reception and Dining Etiquette for Professionals ~

**Wednesday, February 19, 2025**

*A professional workshop in social graces for students, graduates, individuals and families, from all-walks-of-life, who would like to reinforce/enhance their social skills.*

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

Learning in the workshop includes:

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 and hors d'oeuvre 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".

The workshop also includes a reception exercise and a served, 3-course lunch.

**Location:** Richcraft Hall, Carleton University - Room TBD

**Time and date:** 10:30 AM – 3:30 PM

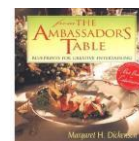
**Registration fee:** \$ 175.00 + HST for students, \$ 350.00 + HST for Carleton Alumni and Staff.

**General Admission: \$ 375.00 + 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.

She is well-known for her popular "Social Protocol, Cocktail and Dining Etiquette" courses.



Visit [www.margaretstable.ca](http://www.margaretstable.ca) to learn more about Margaret Dickenson.

To register for this program please visit [www.carleton.ca/npsia-ptd/](http://www.carleton.ca/npsia-ptd/) or contact [npsia-ptd@carleton.ca](mailto:npsia-ptd@carleton.ca).



## Professional Training Registration Form

### Contact Information

Name		
Department, Agency or Company		
Student Number if applicable (required for Student registration)		
Street Address		
City, Prov., Postal Code		
Home Phone & Fax	Tel:	Fax:
Work Phone		
E-Mail (work & personal)	Work:	Personal:

If you are not alumni of NPSIA or a member of the Ottawa Diplomatic Association, would you like to receive email announcements on future training programs? Yes\_\_\_ / No\_\_\_.

If yes please circle or highlight your preferred email address above.

### Program

# Practical Certificate in International Social Protocol

- Networking, Reception & Dining Etiquette for Professionals -

- 1-day workshop – 10:30 AM to 3:00 PM Wednesday, February 19, 2025 -  
Carleton University

**Featured Instructor:** Margaret Dickenson

### Fees

Please check one of the following options:

Student (includes currently enrolled Full or Part time students at a recognized post-secondary institution in Canada) or <u>International Social Protocol certificate holder up-grade</u>	\$175.00 + HST = \$ 197.75	<input type="checkbox"/>
Carleton University Staff, Alumni, NPSIA-PT&D Alumni and members of the <b>Ottawa Diplomatic Association</b> and their spouses	\$325.00 + HST = \$ 367.25	<input type="checkbox"/>
General registration	\$350.00 + HST = \$ 395.50	<input type="checkbox"/>

### Complete your Registration

Scan and email or post this registration form to NPSIA-PT&D at the coordinates below. You will then be provided with an invoice and will receive instructions for completing your registration by credit card, cheque or wire payment.

Registration - The Office of Professional Training and Development (NPSIA – PT&D)  
Mail Room, NPSIA  
5<sup>th</sup> Floor Richcraft Hall  
Carleton University  
1125 Colonel By Drive, Ottawa, ON K1S 5B5

Email: [npsia-ptd@carleton.ca](mailto:npsia-ptd@carleton.ca)

### Payment and refunds:

**Refund policy:** Registration fees for this workshop are refundable up-to 10 business days before the start of training less 20% + HST for administration. This policy does not apply to Corp. Training Agreements.

**Cancellation policy:** NPSIA-PT&D reserves the right to cancel scheduled training programs up-to 5 business days in advance of the start of training should there be insufficient subscription. Full refunds will be issued upon notification.