

**2-DAY  
CERTIFICATE****EXECUTIVE  
FINISHING SCHOOL****CERTIFICATE PROGRAM**

**R**ecent research out of Harvard University suggests that because our long-term success in work and in life is 85% dependent on our “soft skills”, we would all be wise to make sure we are socially competent.

Boost your social savvy and learn to project credibility and competency through your professional image by attending the **Civility Experts Certificate in Social Competence for Business Professionals®**.

Civility Experts Worldwide is pleased to offer an Executive Finishing School, Canada’s leading civility expert Lew Bayer delivers this comprehensive 16 hour course in civility, corporate courtesies, professional image, social intelligence, and modern manners.

Fee per session is \$1200+ tax; Student rate is \$799.00

Fees payable to Civility Experts Worldwide

Contact [jessica@civilityexperts.com](mailto:jessica@civilityexperts.com) to register.

PUBLIC Session at 192 Tache February 4 & 5, 2016

**LEARN :**

- ⇒ Be “etiquette-wise” and avoid social and business faux pas that can cost your reputation
- ⇒ Exhibit high personal standards and lead by example
- ⇒ Navigate sticky situations related to rudeness and incivility in the workplace
- ⇒ Feel confident in a variety of business and social settings
- ⇒ Leverage your social savvy and be more socially competent

**WHO SHOULD ATTEND?**

- **Module 1: Civility and Leadership**
  - **Module 2: Communication: Oral, Digital, Written and Nonverbal.**
  - **Module 3: Presentation Skills: Image, Decorum, Attitude, and Poise.**
  - **Module 4: Social Intelligence and building trust**
  - **Module 5: Priorities and Productivity**
- **Graduates entering the workforce**
  - **Individuals changing jobs**
  - **Employees transitioning to leadership positions**
  - **Human resources and/or workplace trainers looking for new training tools**

**TOPICS COVERED :**

- What is civility and why should I care about it?
- Understanding trends and influences that define modern manners in the workplace
- Behaviors that are respected and respected in business settings
- Successful networking and dining etiquette skills that will get you noticed
- How to present credibility and confidence through your professional images
- The nuances of effective communication considering: technology, diversity, and office politics

Attendees will receive a **Level 1 Certificate in Social Competence for Business Professionals®**, session handout materials, a **4 course dining tutorial, special gifts**, an e-copy of *The Power of Civility* book, *You're So Rude App*, and a \$100.00 Credit Voucher for future training sessions with Civility Experts Worldwide.