

What is Your Social IQ?

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

Does your professional image need a little polishing?

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**®.

Join Canada’s leading civility expert Lew Bayer for a 2-day crash course in civility, corporate courtesies, social intelligence and modern manners.

This comprehensive and intensive 2-day course will be delivered in Winnipeg on the following dates in 2014.

- March 17 & 18
- May 6 & 7
- September 24 & 25
- And November 20 & 21

This session is perfect for:

- Graduates entering the workforce
- Workplace supervisors or managers who need to set an example for others
- Employees transitioning to leadership positions
- Human resources and/or workplace trainers looking for new training tools

Topics covered include:

- What is civility and why should you 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



Lew Bayer, Founder & Director IGC

- How to present credibility and confidence through your professional image
- The nuances of effective communication considering: technology, diversity, and office politics

You will leave the session being better able to:

- 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

Attendees receive a Level 1 **Certificate in Social Competence for Business Professionals**®, a workshop handbook including tip sheets, lunch on Day 1 and a 4 course Dining Etiquette Luncheon Tutorial on Day 2 is included. All attendees will also receive a copy of **The Power of Civility book** and a \$100.00 Credit Voucher for future training sessions with Civility Experts Worldwide. Regular fee is \$1150.00 plus GST – early bird registrants who pay in full pay only \$695.00 plus \$45.00 GST.



Book parties or register for classes now!

Register at www.ingoodcompanyetiquette.com