

SOCIAL COMPETENCE TRAINING FOR BUSINESS PROFESSIONALS

www.executivefinishingschool.ca

Does your professional image need a little polishing?

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.

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.

- ❑ February 3 & 4
- ❑ 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 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

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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.

Email us at events@civilityexperts.com, visit www.executivefinishingschool.ca or call 1-204-996-4792 with questions.

***Full-day Sessions run 8:30am-5pm; continental breakfast, afternoon refreshments as well as a 4 course dining tutorial over lunch are included. Dress is “Performance Attire”.**

Learn more about Lew Bayer www.civilityexperts.com

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