



**Polo & Tweed**



**Raising The Bar in Training**

[www.poloandtweed.com](http://www.poloandtweed.com)

## *Etiquette Training – Polite Manners for Polite Society*

### **Etiquette Training**

Introduction to Etiquette - The History of Etiquette

Introduction to Etiquette - The History of Finishing schools

Introduction to Etiquette - What is a Lady?

Introduction to Etiquette - What is a Gentleman?

### **Business Etiquette**

Business Etiquette - Polished Professional: How to Revamp your Image

Business Etiquette - Faux Pas and How to Prevent

Business Etiquette - Meeting & Conference Calls

Business Etiquette - Client Entertaining

Business Etiquette - Authority when Speaking

Business Etiquette - Conversation Topics

Business Etiquette - Corporate Networking Made Easy

Business Etiquette - How to Turn an Introduction into a Solid Contact

Business Etiquette - Negotiation Tactics

Business Etiquette - Email, Telephone and Social Media

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### **Contact Us**

We are always delighted to discuss bespoke and tailor made packages to suit any client or student. You can email, call or pop in for a quintessential cup of tea. We are also able to send a consultant to your home, yacht, jet, restaurant, chalet, office, venue or hotel for a private consultation should you require.

**Call us:** +44 (0) 203 858 0233

**Email us:** [info@poloandtweed.com](mailto:info@poloandtweed.com)

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