



**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?

### **Personal & Social Etiquette**

Personal Etiquette - Elegant Meeting & Greeting

Personal Etiquette - Graceful introductions

Personal Etiquette - Dress Code

Personal Etiquette - First Impressions - Handshakes and Kissing

Personal Etiquette - Titles & Peerage - The Royal Family and Dignitaries

Personal Etiquette - Body Language & Eye Contact

Personal Etiquette - Perfect Posture and Deportment

Personal Etiquette - Positive Non-Verbal Communication

Personal Etiquette - Communication - Sophisticated Verbiage

Personal Etiquette - Challenging Situations

Personal Etiquette - Shooting Etiquette

Personal Etiquette - Travel Etiquette

Personal Etiquette - Toilet Etiquette

Personal Etiquette - Cultural Etiquette

Personal Etiquette - Child/Teenager Etiquette

Social Etiquette - Parties - Hosting and Attending Parties

Social Etiquette - Gift Giving and Receiving

Social Etiquette - Letters

Social Etiquette - Canapés

### **Dining Etiquette**

Formal Dining Etiquette - Formal Table Manners

Formal Dining Etiquette - Dining at a Restaurant Vs. Private Home

Formal Dining Etiquette - Precedence: Who Sits Where?

Formal Dining Etiquette - Cutlery, Glassware and Napkin

Formal Dining Etiquette - Tricky Foods

Formal Dining Etiquette - Finger Foods

Formal Dining Etiquette - Soup, Cheese and Dessert

Formal Dining Etiquette - Afternoon Tea, Low Tea & Royal Tea

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Formal Dining Etiquette - Arabic Tea & Coffee  
Formal Dining Etiquette - Chinese Tea & Coffee  
Formal Dining Etiquette - Conversation at the Dinner Table  
Formal Dining Etiquette - Common Dining Faux Pas  
Formal Dining Etiquette - Giving the Perfect Toast  
Formal Dining Etiquette - How to be the Perfect Host or Guest  
Formal Dining Etiquette - Tipping

### **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)

**Visit us (by appointment only):** Green Park House, 15 Stratton Street, Mayfair, London, W1J 8LQ

