



The International School of Protocol

is pleased to announce upcoming 2010-2011
Classes & Programs
 for Adults (ages: college student-up)
 Classes for Children and Teens on reverse side

Teaching Etiquette to Children and Teens

Designed for the individual who wishes to teach etiquette classes, incorporate etiquette in the classroom, or learn additional information about etiquette. This certification program presents participants with information to teach Social Etiquette, Communication Skills and Table Manners. Please register early for this very popular two-day program. Class size is limited. To register complete form below or call 410-771-6900

Friday & Saturday, October 15-16, 2010

Time: Friday 10-5, Saturday 9-4.

The International School of Protocol, Hunt Valley, MD
 Investment :\$775. (persons who complete registration before 9/27/10 will receive a copy of the book, *Mad About Manners*, valued \$50)

Friday & Saturday, February 25-26, 2011

Time: Friday 10-5, Saturday 9-4.

The International School of Protocol, Hunt Valley, MD
 Investment: \$775. (persons who complete registration before 2/01/11 will receive a copy of the book, *Mad About Manners*, valued \$50)

Fish Forks & Finger Bowls

Guaranteed to keep you entertained and interested, this class will teach you everything you need to know about dining. From the early food handlers through Victorian times to our modern dining, learn why the table and the utensils look (and act!) the way they do. Discover how to handle wine glasses, fish forks and knives, bread and butter, napkins and much, much more! Uncover the history as well as the secrets to successful dining.

Wednesday, Nov 10, 2010. 7-9pm. Roland Park Country School, Baltimore, MD. Investment: \$50. To register call Roland Park 410-323-5500 x3045.

Nailing the College/Job Interview (for students)

A specifically targeted program for students who are entering the job market and/or preparing to enter college. In three hours on a Saturday morning, learn critical interviewing skills, resume development, interview follow-up, as well as table manners, and keys to effective first impressions. A MUST HAVE for students who want to be one step ahead of the competition. Food is included.
Saturday, October 23, 2010. 10am-1pm at The International School of Protocol, Hunt Valley, MD Investment \$96. **Bring a friend for ½ of the enrollment cost—that's \$48 for your friend!** To register complete form below or call 410-771-6900

Mingle, Mingle

First impressions really do last a lifetime! Learn the art of making a successful entrance and working a room. Focus will be upon initiating a conversation, appropriate topics for small talk, and overcoming "mingle-phobia." Finally, learn the etiquette of a graceful escape. A must-have for anyone who attends business gatherings, parties, PTA meetings or civic and community events!
Wednesday, October 13, 2010. 7 -9pm. Investment: \$45.
 Roland Park Country School. To register call 410-323-5500 x3045.

Teaching Etiquette to Adults and Business Professionals

Designed for the individual who wishes to teach etiquette to adults, business professionals, college and graduate students, and new entries into the workplace. This two-day program presents information to enable participants to teach first impressions and dress, body language and nonverbal communication, communication skills, civility, networking, and business dining skills. Based on your feedback, we are **now offering this program on an appointment basis.** To register, call 410-771-6900. If you bring another person to take the course with you, you will receive a \$200. discount.

Location: The International School of Protocol, Hunt Valley, MD
 Investment: \$2500.

Road to Success: Career Development Program

Designed to train leaders who wish to teach career education to middle and high school students. One or two day program.

One day program: **November 19, 2010.** \$775.(for individuals who have been certified by The International School of Protocol in Teaching Etiquette to Children and Teen and/or Teaching Etiquette to Adults and Business Professionals).

Two Day program: **November 18-19, 2010.** \$1550.

Location: The International School of Protocol, Hunt Valley, MD.

Time: 9am-4pm each day. To register complete form below or call 410-771-6900

For more information about this program visit www.studentcareerdevelopment.com Leader training & materials also available for those who wish to instruct career development to adults.

Teaching Etiquette to Young Children (materials only)

These material are designed for the individual who wishes to teach etiquette classes to children ages 4-7. This program is available in the form of three fun and entertaining activity books and three teacher's guides to assist in the teaching of social etiquette, communication skills and table manners. **No classroom time is required.**

Visit www.schoolofprotocol.com to view sample pages.

Fee: \$500 (includes shipping and handling). Call 410-771-6900 or go to our website to order these materials.

With over 40 combined years of corporate and teaching experience, The International School of Protocol is able to put together customized programs to meet the needs of your business or group. For a comprehensive list of topics available for adult programs, call 410-771-6900 or visit our website at www.schoolofprotocol.com Private consultation by appointment. **In our efforts to be kind to the environment, our website is now powered by wind. Our flyer can now be downloaded from our website. We also ask that you please contact us if you wish to be removed from our mailing list. Call 410-771-6900 or email us at protocol@schoolofprotocol.com SAVE THIS FLYER! This will be our last mailing until winter of 2011.**

Registration Form (for International School of Protocol Hunt Valley locations only)

Names of Individuals Attending

First Name,

Last Name

Course & Date

Address

Street Address

City

State

Zip Code

Phone Number

e-mail

Make checks payable to: The International School of Protocol Mail to: The International School of Protocol, 222 Schilling Circle, Suite 130, Hunt Valley, MD 21031, USA
 Call 410-771-6900 if you wish to pay with a credit card.

The International School of Protocol

is pleased to announce fall 2010 classes
for children, teens and young adults
(see reverse side for adult programs)



Say Please, Say Thank You (Ages 4-7)

A hands-on approach to build confidence and boost self-esteem in social situations. Includes: Greetings & Goodbyes, Handshaking, Including Others, Helping Others, and Other Kind Things We Say and Do

Oct 12, 19, 26, Nov 9 at Manor Woods Elem, Howard Cty, MD
Ages 4-7, 5:00-5:50pm Investment: \$85.
To register for this section call Howard Cty Rec and Parks 410-313-7275

NEW WEEKEND TIME! Oct 2 & 9 at The Internationall School of Protocol, Hunt Valley, MD
Ages 4-7, 10am-12pm. Investment \$75.
To register for this section complete form below or call 410-771-6900

Communication Skills (Ages 8-11)

This confidence building program is designed help children learn how to communicate with others in a variety of ways. Topics include: Proper Greetings and Introductions, Conversation Skills, Listening Skills, Public Speaking Skills, Telephone Etiquette, How to Write Thank You Notes.

Nov 16, 30, Dec 7, 14 at Manor Woods Elem, Howard Cty, MD
Ages 8-11, 4:00-4:50 pm. Investment: \$85.
To register for this section call Howard Cty Rec and Parks 410-313-7275

Nov 11, 18, Dec 2, 9 at The Internat'l School of Protocol, Hunt Valley, MD
Ages 8-11, 5:30-6:30 pm. Investment: \$75.
To register complete form below or register by phone 410-771-6900

Social Etiquette and Communication Skills Express (Ages 12-16)

Designed for the student with a busy schedule, this two-hour class emphasizes the importance of having good manners in all aspects of life. Topics include: Initial Impressions, Dress for Success, Conversation and Listening, Etiquette in Public, Phone and E-mail Etiquette. Don't miss this opportunity to discover what makes someone shine! Great class as an introduction or a refresher!

November 1 (election day is Nov 2, a school holiday for many students) at Centennial High School, Columbia, MD
Ages 12-16, 6-8pm. Investment: \$55.
To register Howard Cty Rec and Parks 410-313-7275

The School Interview: Getting Ready (All Ages, See Details Below)

Designed to give participants the extra tools needed to shine through the interview process. This course is a true confidence booster with proven results. Enrollment limited to three participants per group in this three-day program. Also offering private consultation and practice interviews by appointment.

Entering Middle School, 4:30-5:30pm. Investment: \$125.
Sept 29, Oct 6, 13, at The International School of Protocol, Hunt Valley
Entering High School, 5:30-6:30pm Investment: \$125.
Sept 29, Oct 6, 13 at The International School of Protocol, Hunt Valley
Entering K-Early Elem School, by appointment at The International School of Protocol, Hunt Valley
To register complete form below or register by phone at 410-771-6900

Social Etiquette (Ages 8-11)

This program introduces children to the skills they need for most any social situation including: Common Courtesies, Etiquette in Public Places, Welcoming Behaviors, Appropriate Host and Guest Behaviors, Dress and Grooming for all Occasions.

Oct 12, 19, 26, Nov 9 at Manor Woods Elem, Howard Cty, MD
Ages 8-11, 4:00-4:50 p.m. Investment: \$85.
To register for this section call Howard Cty Rec and Parks 410-313-7275

Oct 14, 21, 28, Nov 4 at The International School of Protocol, Hunt Valley, MD
Ages 8-11, 5-6p.m. Investment: \$75.
To register for this section complete form below or register by phone 410-771-6900

How to Say it Best (Ages 4-7)

An interactive, hands-on program designed to increase young children's confidence when communicating with others in a variety of ways including: Telephone Manners, Conversation, Answering Questions, School Etiquette, and More.

Nov 16, 30, Dec 7, 14 at Manor Woods Elem, Howard Cty, MD
Ages 4-7, 5:00-5:50 p.m. Investment: \$85.
To register for this section call Howard Cty Rec and Parks 410-313-7275

NEW WEEKEND TIME! Nov 6 & 13 at International School of Protocol, Hunt Valley, MD
Ages 4-7, 10am-12pm. Investment \$75.
To register complete form below or register by phone 410-771-6900

BACK BY POPULAR DEMAND!

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Saturday, October 23 from 10am-1pm at The International School of Protocol, Hunt Valley, MD
Investment \$96. (bring a friend/family member for 1/2 of the enrollment cost—that's \$48 for your friend! To register, complete form below, visit our website or call 410-771-6900.

Call 410-771-6900 or visit our website to purchase our training manual, **Mad About Manners: A Lifeskills Approach to the Teaching of Manners**. Contact us so we can customize a program to meet your needs.

To find more information and classes at other locations call The International School of Protocol at 410-771-6900 or visit our website at www.schoolofprotocol.com
Can't find a class to fit your schedule? Call us to schedule a program at your location, or schedule at program at our training facility. **Private consultation by appointment.** Call 410-771-6900 or e-mail us at protocol@schoolofprotocol.com

SAVE THIS FLYER! THIS WILL BE OUR LAST MAILING UNTIL WINTER 2010-2011!

Please call or email us if you would like to be removed from our mailing list or if you would prefer to download our flyers from our website.

Registration Form (For International School of Protocol, Hunt Valley Locations only!)

Names of Individuals Attending

First Name _____ Last Name _____ Child's School (children's programs) _____ Child's Date of Birth _____ Course & Start Date _____

Parents'/Guardians' Names (if registering a child) _____

Address _____ Phone Number _____ e-mail _____

Street Address _____ City _____ Zip Code _____

Make checks payable to: The International School of Protocol Mail to: The International School of Protocol, 222 Schilling Circle, Suite 130, Hunt Valley, MD 21031, USA
Visit our website www.schoolofprotocol.com or call 410-771-6900 if you wish to pay with a credit card.