

# The International School of Protocol

is pleased to announce upcoming 2012 classes and summer camps  
for children & teens

(see reverse side for classes for college students & adults)

Note: Check with individual sites regarding cancellation policies



## Pass the Peas, Please (Ages 4-7)

Topics Include: Behavior at the Table; Setting the Table; Holding and Using Utensils; Eating Various Food

Feb 7, 14, 21, 28, 5-5:50pm at Pointers Run Elem, Howard Cty

Investment \$85. To register for this section call Howard Cty Rec and Parks. 410-313-7275

## Social Etiquette (Ages 8-11)

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

Feb 2, 9, 16, 23 at The International School of Protocol, Hunt Valley, MD

5:30-6:20pm. Investment \$75. To register for this section complete form below or call 410-771-6900

March 6, 13, 20, 27 at Pointers Run Elem, Howard Cty, 4-4:50pm. Investment \$85. To register for this section call Howard Cty Rec and Parks. 410-313-7275.

April 10, 17, 24, May 1 at Atholton Elementary, Howard County 4-4:50pm.

Investment \$85. To register for this section call Howard Cty Rec & Parks. 410-313-7275

## Social Etiquette & Communication Skills Express

(Ages 12-16) Designed for the student with a busy schedule, this two-hour class on March 14 from 6-8pm emphasizes the importance of having good manners in all aspects of life. Topics include: Initial Impressions, Dress for Success, Conversation & Listening, Etiquette in Public, Phone & Email Etiquette. Don't miss this opportunity to discover what makes someone shine! Great class as an introduction or a refresher. At Centennial High, Howard County. Investment \$55. To register for this section call Howard Cty Rec & Parks. 410-313-7275

## An Evening of Etiquette and Dining (Ages 8-12 & 13-17)

A shorter version of our most popular program, A Day of Etiquette and Dining. Includes a four-course meal. Registration deadline June 6.

Wednesday, June 13, 5:30-7:30 p.m. The Kings Contrivance, Columbia, MD Investment \$85. To register for this Howard Cty program call Rec and Parks 410-313-7275

## 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. March 1, 8, 15, 22 at The Internat'l School of Protocol, Hunt Valley, MD 4:30-5:20 pm. Investment: \$75. To register complete form below or register by phone 410-771-6900

## Table Manners (Ages 8-11)

Topics Include: Mealtime Manners; Use of Utensils, Glassware and Dishes; Behavior at the Table; Dining Etiquette; Formal and Informal Table Settings

Feb 7, 14, 21, 28, 4-4:50pm at Pointers Run Elem, Howard Cty

Investment \$85. To register for this section call Howard Cty Rec & Parks 410-313-7275

## 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

Feb 2, 9, 16, 23 at The International School of Protocol, Hunt Valley, MD

4:30-5:20pm. Investment \$75. To register for this section complete form below or call 410-771-6900

March 6, 13, 20, 27 at Pointers Run Elem, Howard Cty, 5-5:50pm. Investment \$85. To register for this section call Howard Cty Rec and Parks 410-313-7275

April 10, 17, 24, May 1 at Atholton Elementary, Howard County 5-5:50pm.

Investment \$85. To register for this section call Howard Cty Rec & Parks. 410-313-7275

## Nailing the College/Job Interview (for students & adults)

A specifically targeted program to students and adults who are entering or reentering the job market and/or entering or reentering college. In two hours, learn about different types of resumes, pre-interview preparation, critical interviewing skills, the latest in resume development and interview follow-up. A MUST HAVE for individuals who want to stay one step ahead of the competition.

March 6, 7-9pm. at Roland Park Country School, Baltimore, MD. Investment \$55. To register for this section call 410-323-5500 x3045

## 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.

March 1, 8, 15, 22 at The Internat'l School of Protocol, Hunt Valley, MD

Ages 8-11, 5:30-6:20 pm. Investment: \$75.

To register complete form below or register by phone 410-771-6900

## Summer Camps & Programs (call 410-771-6900 regarding camps at other locations)

### Manners Can Be Fun! (Ages 4 - 7 at Roland Park & Clarksville or Age 4 to entering grade 2 at Bryn Mawr)

Greetings, Eye Contact, Body Talk, Table Manners, Kindness, Helping Others, and More! Lots of fun and terrific for development of social and communication skills!

Cost: \$150 at Roland Park; \$155 at Clarksville; \$160 at Bryn Mawr.

Session I: July 9-July 13, 10am-12pm. Ages 4-7. Location: Roland Park Country School, Baltimore. For registration information call 410-323-5500 x3045

Session II: July 23-27, 10am-12pm. Ages 4-7. Location: Clarksville Elem School, Howard Cty. For registration call Howard Cty Rec & Parks 410-313-7275

Session III: August 13-17, 1:30-3:30pm. Ages 4- entering grade 2. Location: Bryn Mawr School, Baltimore. For registration information call 410-323-1118 x1268

### Mad About Manners! (Ages 8-12 in Hunt Valley, Roland Park & Clarksville, or Entering Grades 3-7 at Bryn Mawr)

Table Manners, Social Etiquette and Communication Skills. A fun-filled week that's great for boosting confidence and leadership skills.

Cost: \$180 at Roland Park; \$225 at Hunt Valley; \$240 at Bryn Mawr; \$225 at Clarksville Elementary.

Session I: July 2, 3, 5, & 6, 9am-12pm. Ages 8-12. Location: Roland Park Country School, Baltimore. For registration information call 410-323-5500 x3045

Session II: July 16-20, 9am-12pm. Ages 8-12. Location: Clarksville Elementary. To register for Howard Cty locations call Rec and Parks 410-313-7275

Session III: August 6-10, 1:30-4:30pm. Entering Grades 3-7. Location: Bryn Mawr School, Baltimore. For registration information call 410-323-1118 x1268

Session IV: August 20-24, 9am-12pm. Ages: 8-12. Location: International School of Protocol, Hunt Valley. To register complete form below or call 410-771-6900

### Gain the Competitive Edge (High School Students)

Opportunities abound for individuals who demonstrate highly effective communication and social skills. Whether in the classroom, on the job, preparing for colleges, or getting ready for an interview, it is important for people to be distinguished from the rest of the pack. Discover the secrets to success in this 5-day program. Participants may attend all five days or one or more days. Investment: \$40 per day.

Day I, First Impressions, Image, Dress. Day II, Nonverbal Communication, Listening, Conversation, Telephone Skills, Thank You Notes. Day III: Interviewing and Resume Building. Day IV: Public Speaking. Day V: Dining Skills. June 25-29, 10 am-12pm. Location: Riverhill High School, Howard County. For registration call Howard Cty Rec & Parks 410-313-7275.

You asked, we said yes! We had so many requests for the mailing of our flyer that we are mailing it again. In our continuing efforts to go green we would like to email it to those of you who receive information electronically. Please email us at [protocol@schoolofprotocol.com](mailto:protocol@schoolofprotocol.com) if we can email it to you. You may also go to our website [www.schoolofprotocol.com](http://www.schoolofprotocol.com) to download our flyers. Or call us at 410-771-6900. For more information about our programs call The International School of Protocol at 410-771-6900 or visit our website at [www.schoolofprotocol.com](http://www.schoolofprotocol.com) Can't find a class to fit your schedule? Call us to schedule a program at your location, or schedule a program at our training facility! Located at 222 Schilling Circle, Ste 130, Hunt Valley, MD 21031. Close to light rail and bus stops. Private consultation by appointment. Please call or email if you wish to be removed from the mailing list.

### Registration Form for Adults, Teens & Children For Hunt Valley & Bluestone Locations Only!

Names of Individuals Attending

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

Parents'/Guardians' Names (if registering a child) \_\_\_\_\_

Address \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

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 if you would like to register with a credit card.



**The International School of Protocol  
is pleased to announce upcoming 2012  
Classes & Programs for Adults (ages: college student & up)  
Classes for Children and Teens on reverse side  
(contact each site for cancellation policies)**

**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 on reverse side or call 410-771-6900

**Friday & Saturday, Feb 24-25, 2012**

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

The International School of Protocol, Hunt Valley, MD

Investment :\$775. (persons who complete registration before 2/3/12 will receive a copy of the book, *Mad About Manners*, valued \$50)

**Friday & Saturday, July 13-14, 2012**

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

The International School of Protocol, Hunt Valley, MD

Investment: \$775. (persons who complete registration before 6/30/12 will receive a copy of the book, *Mad About Manners*, valued \$50)

**Road to Success: Career Development Program**

**MORE OPTIONS NOW AVAILABLE**

**Including:**

\*Comprehensive & interactive career development programs for students and adults.\*In-school bullying curriculum.\*Bullying in the workplace program.

Available as "materials only" or in training sessions for individuals, small groups and school systems.

For more information about this program visit

[www.rtscareerdevelopment.com](http://www.rtscareerdevelopment.com) or call 410-771-1440

**Nailing the College/Job Interview (for students & adults)**

A specifically targeted program to students and adults who are entering the job market and/or entering or reentering college. In two hours, learn about different types of resumes, pre-interview preparation, critical interviewing skills, the latest in resume development and interview follow-up. A **MUST HAVE** for individuals who want to stay one step ahead of the competition. **March 6, 7-9pm.** at Roland Park Country School, Baltimore, MD. Investment \$55. Call 410-323-5500 x3045 to register.

**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](http://www.schoolofprotocol.com) to view sample pages.

Fee: \$500 (includes shipping and handling). 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, March 7, 7-9pm** Investment: \$45.

Long Reach High, Howard County,MD. To register call 410-313-7275

**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.

**Beyond Facebook: How to Get a Job, Keep a Job and Advance in a Job (NEW!!)**

Join The International School of Protocol to celebrate Summer Solstice in this networking and face-to-face mingling event. LinkedIn and Facebook aren't the only ways to meet people. Find out how to build your network and handle a mingling event at this hors d'oeuvre "cocktail" party at the popular Bluestone restaurant in Timonium, MD. Also includes an overview of business and interview dining skills. Investment of \$58 includes instruction plus plentiful hors d'oeuvres, sodas, iced teas and coffee.

**Summer Solstice! June 20, 2012. 7-9pm** Bluestone. Timonium, MD (next to Timonium Business Park Light Rail Stop) To register, complete form on reverse side or call 410-771-6900. **Register early, we are anticipating that this program will fill quickly.**

**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, April 18, 7-9pm.** Roland Park Country School, Baltimore, MD. Investment: \$55. To register call Roland Park 410-323-5500 x3045

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](http://www.schoolofprotocol.com) Private consultation by appointment. **You asked, we responded! Your requests for us to continue to mail fliers have been answered. We are continuing our mailing, but kindly request that you email us your email address if you receive information electronically. You may also download the flyer by visiting our webpage. Please let us know if you wish to be removed from our mailing list. Call 410-771-6900 or email us at [protocol@schoolofprotocol.com](mailto:protocol@schoolofprotocol.com)**

The International School of Protocol  
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