

The International School of Protocol

is pleased to announce upcoming 2012

Classes & Programs for Older Teens - Adults

Classes for Children and Teens on reverse side
check each location 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 below, call 410-771-6900, or register online.

Friday & Saturday, October 12-13, 2012

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

The International School of Protocol, Hunt Valley, MD

Investment :\$775. (persons who complete registration before 9/ 21/12 will receive a copy of the book, Mad About Manners, valued \$50)

Friday & Saturday, February 22-23, 2013

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

The International School of Protocol, Hunt Valley, MD

Investment: \$775. (persons who complete registration before 2/01/13 will receive a copy of the book, Mad About Manners, valued \$50)

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 to order these materials or order online www.schoolofprotocol.com

Getting a Foot in the Door: How to Master the Job Application

This program is for people who wish to master today's job application process. You will learn the tricks to completing online applications and paper applications. In this two-hour program, you will develop a Job Search Notebook which is designed to be used throughout a job search process. This program examines what works and what doesn't work during the application process and covers social media aids and dangers. The program is designed for the individual who is serious about getting a job. Note: Please bring a blank notebook that will be used as your Job Search Notebook.

Wednesday, October 24, 6:30-8:30pm. Investment: \$50.

Roland Park Country School. To register call 410-323-5500 x3045.

Mingling, Networking & Dining

Join us in this networking and face-to-face mingling program. Find out how to build your network and handle a mingling event. Learn the art of making a successful entrance, working a room and making conversation. Includes an overview of business and interview dining skills. A must-have for anyone who wants to build networks, meet new people, find a job and avoid dining faux pas.

Wednesday, October 10, 2012. 7-9pm. Investment: \$50.

Roland Park Country School. To register call 410-323-5500 x3045.

Thursday, October 18, 2012. 7-9pm. Investment: \$45. Long Reach High. To register call Howard Cty Rec and Parks 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 is also a great program for the individual who wants to make sure he or she is presenting a professional image. This two-day program presents information to enable participants to teach and learn first impressions and dress, body language and nonverbal communication, communication skills, civility, networking, and business dining skills.

Friday & Saturday, October 26-27, 2012

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

The International School of Protocol, Hunt Valley, MD

Investment :\$2500. Online registration available.

Based on your requests, we also offer this program on an appointment basis. To register, email protocol@schoolofprotocol.com or call 410-771-6900. If you bring another person to take the course with you, you will receive a \$200 discount.

Business Protocol and Public Presentation NEW!

Join us at The International School of Protocol's training center for an overview of etiquette for the professional. Review the skills that are required to be a true professional in today's workplace. Topics include: professional image, critical body language, business meeting etiquette, email and social networking etiquette, business dress in today's workplace, and an overview of the etiquette "extras" that make a polished professional stand out. This three-hour seminar also includes tips for public presentations. Learn from a public presentation expert the keys to maximizing delivery, style and use of media aids, as well as pointers for overcoming stage fright. Learn, update, and refresh your skills to stay at the top of your game!

Monday, Oct 15 6-9pm. The International School of Protocol, Hunt Valley. Investment: \$65. Call 410-771-6900 to register or register online.

With over 50 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 is by appointment. **In our efforts to be kind to the environment, our website is powered by wind. Please send your email address to protocol@schoolofprotocol.com to receive flyers and information electronically about our programs. We are also always happy to mail you a flyer upon request. Kindly contact us if you wish to be removed from our mailing list. Phone: 410-771-6900. Email: protocol@schoolofprotocol.com**

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. You can also register online for Hunt Valley classes.