

# The International School of Protocol

is pleased to announce fall 2012 classes  
for children, teens and young adults  
(see reverse side for older teens and adult programs)  
check each location for cancellation policies



## 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 2, 9, 16, 23 at Thunder Hill 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

Oct 3, 10, 17, 24 at The International School of Protocol, Hunt Valley, MD  
Ages 4-7, 4:30-5:30pm 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.

Oct 30, Nov 13, Nov 27, Dec 4 at Thunderhill 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

## 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

Nov 7, 14, 28 Dec 5, 5:30-6:20pm at Intern'l School of Protocol, Hunt Valley  
Investment: \$75. To register for Hunt Valley, complete form below or call 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!

Oct 30 6-8pm at Long Reach High, Howard County, MD  
Ages 12-16, Investment: \$55.  
To register for this section call 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 21, 28, Oct 5, at The International School of Protocol, Hunt Valley

Entering High School, 5:30-6:30pm Investment: \$125.

Sept 21, 28, Oct 5 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 2, 9, 16, 23 at Thunder Hill Elem, Howard Cty, MD  
Ages 8-11, 4:00-4:50pm Investment: \$85.  
To register for this section call Howard Cty Rec and Parks 410-313-7275

Oct 3, 10, 17, 24 at The International School of Protocol, Hunt Valley, MD  
Ages 8-11, 5:30-6:20pm Investment: \$75

## 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.

Oct 30, Nov 13, Nov 27, Dec 4 at Thunderhill 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

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

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

Nov 7, 14, 28 Dec 5 4:30-5:20pm at International School of Protocol, Hunt Valley. Investment: \$75. To register for Hunt Valley, complete form below or call 410-771-6900

Call 410-771-6900 or visit our website to purchase our **UPDATED** 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](http://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](mailto:protocol@schoolofprotocol.com)

Please call or email us if you would like to be removed from our email list.

### 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](http://www.schoolofprotocol.com) or call 410-771-6900 if you wish to pay with a credit card. To register online visit [www.schoolofprotocol.com](http://www.schoolofprotocol.com)

# 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](http://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](http://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](mailto: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](http://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](mailto: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](mailto: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.