

# MORE THAN GOOD MANNERS

## An Introduction to Manners and Etiquette



### BACKGROUND

Manners are no longer anything to do with whether you are rich, had a private education or grew up in a certain social milieu . Today people are much more likely to define themselves by their work, their interests as well as their background and social class. Learning the basics of good manners can make you feel far more confident in different social situations and leave you feeling less awkward and embarrassed.

It is also important to put others at their ease, to show natural human concern for them in a way that you could call " natural politeness" . A good starting point is to learn the "rules of formal etiquette", so that when you are in an unusual and formal situation, it is very useful to know about the manners required for that situation. A basic guideline to follow is "less is more" , meaning that stiff and rigid manners are of less use to you in social and business situations, whilst more charm, poise, and natural consideration for others will be of far greater value.

More Than Good Manners are delighted to offer a one day course to clients who wish to learn manners and etiquette that will carry them through any modern day dilemma.

The course is designed to explore this topic in depth as well as the opportunity to learn some useful tips and skills that can be used in a wide range of social or business situations.

The programme is designed to be participatory, insightful, informative and enjoyable for delegates of any age, with optional sessions depending on interest (highlighted below) .

We are delighted to be able to use the The Sloane Club as our main venue for 'An introduction to Manners and Etiquette ' although the course can be run at any other venue according to the client's request.

In the past we have run successfully this course both for individuals and small groups interested in manners and etiquette but also for corporate clients who have used the basis of the course as a unique and enjoyable basis for team building and personal development purposes.

### THE COURSE

#### Some topics covered include:

- Meeting and greeting in different social and business situations – correct terms of address - making people feel welcome – and how to say farewell.
- Dressing for success - how first impressions count and how your personal interaction and appearance can make you and your guests feel confident and at ease
- The manners and etiquette of dining - tips on table settings and seating plans, how to eat difficult or tricky foods
- Key points for manners and etiquette when hosting an event –making your guests feel at ease and welcome

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- Manners and etiquette and the use of correct language
  - The history of etiquette and manners in English literature – from Betjeman to Mitford \*
  - The history and protocol associated with taking ‘afternoon tea’ \*

\* optional depending on requirements of participants

### DURATION

09.30 – 16.00

### COSTS

**£295 per person**

Costs are based on a minimum of six participants, and include exclusive hire of room at The Sloane Club, Chelsea, as well as lunch. For courses at other venues bespoke quotes are available on request.

### THE SLOANE CLUB

Located on the edge of Chelsea and Knightsbridge, not far from Buckingham Palace in the south west of the city centre of London, The Sloane Club is a private member’s club. Originally the Service Women’s Club, and set up for senior women members of the Armed Forces, since 1976 it has also allowed gentlemen members to join.