



Simply Etiquette SCHOOL OF PROTOCOL

Etiquette Essentials Program

The *Etiquette Essentials Program* is a two course series (E101 & E102) especially designed for boys and girls in grades 1-5 and 6-8. This 6wk program is divided into two 3wk courses (each 90 minutes) which teach lessons on character education with emphasis on good manners, communication, respect, and leadership. Courses E101 and E102 are offered in sequence only; courses for grades 1-5 and courses for grades 6-8 will be taught separately.

E101: Dining, Discussion, & Demeanor

Get your etiquette on! This beginner course is the first series of the Etiquette Essentials Program. Students will learn and expand their knowledge of the prized life skills of charm and acceptable manners. It's a captivating and progressive setting among peers, where children actively learn and practice social skills. Topics include: Introductions & Greetings; Conversation & Social Cues; Communication & Gratitude; Social Presence & Family Courtesy; and the Importance of First Impressions. Additionally, students will be given hands-on dining lessons on Linen & Utensil Protocol; Casual & Formal Dining; and Table Manners & Place Settings. *Each class time is 90 minutes serving light meals/snacks as part of the demonstration and participation process.*

Course Overview (E101)

Each class is casual attire

- Day 1
 - Introductions and Greetings
 - Table Manners & Place Settings
 - Intro to Dining Etiquette (petite *dejeuner*)
- Day 2
 - Dining, Demeanor, & Social Occasions (Formal affair – light buffet)
 - Self-presentation & Social Presence
 - Courtesy & Social Media (guest speaker TBD)
- Day 3
 - Dining, Demeanor, & Social Occasions (Casual affair- pizza & dessert)
 - Presentations & Posture
 - Communication, Conversation, & Gratitude (writing a thank-you note)

Instructor: Rhonda Doerbeck Founder/Consultant

See attached enrollment form for class dates, times, and location

Course E102 is offered in sequence. Please see attached class description for further details



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Etiquette Essentials Program (Course E102)

E102 Class Schedules TBA

E102: Poised, Polished, & Presentation

After completing E101, the student may choose to continue character training by enrolling in E102. This course is the second series of the Program centering on the child's communication and leadership skills with lessons on self-presentation including Posture & Voice Projection; Body Language & Attitude; Verbal & Non-Verbal Communication; Active Listening & Speaking; and Self-perception & Confidence. Throughout each lesson, highlighting the importance of how to be a good example is addressed in each of these topics: The "right" Kind of Popular, Friendships, and Respect for Adults, Peers, & Community. Students will continue to practice and refine social courtesies and table etiquette throughout the duration of this course.

Both courses (E101 & E102) provide engaging, interactive classes which will boost your child's self-confidence and self-presence as well as sharpen his/her awareness of proper manners and the importance of first impressions. Children will learn these skills by participating in light meals at the dinner table, giving short presentations, improvisation, peer-to-peer interaction, and one-on-one coaching. Each class time is 90 minutes serving light meals/snacks as part of the demonstration and participation process.

Courses E101 and E102 are offered in sequence; courses for grades 1-5 and courses for grades 6-8 will be taught separately.

Course Overview (E102)

- Day 1
 - Greeting & Salutations
 - The Significance of Communication & Leadership
 - Practice Makes Perfect: Using the Place Setting (*petite dejeuner*)
 - Self-Presence – Body Language & Attitude; Verbal & Non-Verbal Communication; Active Listening & Speaking
- Day 2
 - Perfecting Appetizers & Finger Foods (*light buffet*)
 - The "right" Kind of Popular; Self-perception & Confidence
 - Respect for Adults, Peers, & Community (guest speaker TBA)
- Day 3
 - Formal Dining Protocol (*mini 5-course food practice & demonstration*)
 - Self-presentation: Posture & Voice Projection;
 - Mastering the Oral Presentation
- Day 4
 - Elegant 5-Course Dinner Banquet and Student Presentations (*dressy attire*)

Instructor: Rhonda Doerbeck Founder/Consultant