

Minding Manners

The Finishing Touch

English & International Social Etiquette, Dining Etiquette, Image, Poise & Decorum

Presented by
Tamiko Zabliith, Certified International Etiquette Consultant
and the Minding Manners Team of Subject Experts

Good Manners are culturally bound, making what's a 'do' in London, a 'taboo' in Paris or Milan. In today's global society, technological advancement and relocation is making New York and Tokyo assume suburban identities. This relatively small world has redefined social etiquette as we know it...yet some mysterious traditions remain.



Minding Manners has developed a variety of social and business etiquette programmes to empower you to take your success to the next level. Each programme is infused with an international perspective, serving as your passport to success both at home and abroad. As Europe's only internationally certified etiquette and protocol consultancy, we bring you the unique advantage of learning from our first-hand experience and solid international credentials so that you may replace the mystery and unknown with confidence and sophistication.

The Finishing Touch is an à la carte social etiquette programme which allows you to select the modules that best meet your specific objectives. You may choose one or two modules, or participate in the entire series of ten for a complete social make-over.

2011 Schedule:

31 st January through 4 th February	16 th through 20 th May	12 th through 16 th September
21 st through 25 th February	13 th through 17 th June	10 th through 14 th October
21 st through 25 th March	11 th through 15 th July	7 th through 11 th November
18 th through 22 nd April	(Private Sessions in Aug)	5 th through 9 th December

** For maximised personal attention, spaces are limited to eight participants, so please register early to avoid disappointment.*

Location:

Our private training studio and the surrounding areas of London W8, between Kensington Palace, Royal Albert Hall and the Victoria and Albert Museum.
The nearest underground station is High Street Kensington.

Duration:

Five days, 10 modules of 2 – 2 ½ hours per module.

Investment:

£75 - £105 plus VAT per module.

£740 plus VAT for full series of 10 modules.

Offered one-to-one from £150 per hour, plus meals when applicable.

General tuition includes course materials, refreshments and an illustrated workbook.

- A La Carte Selections -

Day 1

Module 1: 10.00 – 12.30 – Social Etiquette & General Behaviour (part one)

Uncover the nuances of British social codes and international behaviour. Master formal and informal introductions and forms of address while practicing the social skills of meeting, greeting and building rapport. Discover the continental secrets of handshakes, air kisses and other physical greetings while honing your presentation skills in elocution, speech and conversation.

Module 2: 13.30 – 15.30 – Social Etiquette & General Behaviour (part two)

An exclusive etiquette tutorial engaging you on the trail of Queen Victoria's London - including the historical Albert Memorial, Royal Albert Hall frieze art and a unique etiquette tutorial at the V&A Museum on the 'Rise of Polite Society' in England and its international influences and outcomes and western society.

Day 2

Module 3: 10.00 – 12.00 – Social Etiquette & General Behaviour (part three)

Gain unprecedented insight into the social codes and practices of the English Aristocracy with this very special guided etiquette tutorial at Kensington Palace, former home of Diana, Princess of Wales. This session brings Modules 1 and 2 to life with dazzling displays and interactive experiences and views into the alluring world of Royal Etiquette.

Module 4: 13.00 – 15.00 – The Art of Entertaining & Being Entertained

Discover the attributes of sophisticated hosts and hostesses as well as guest duties. Invitations, guest lists, correspondence, seating plans, precedence and menu planning will be addressed. Gain composure and confidence whilst practicing presenting a toast, receiving a toast, the art of table conversation and the discovery of international do's and taboos.



*The Finishing Touch Participants
Kensington Palace*

Day 3

Module 5: 10.00 – 12.15 - 'The Art of the Table'

This visually engaging session will distinguish between protocol, formal and informal table décor, table settings, table service and table manners (British, French, American and international variations). Learn how to use tricky utensils such as the escargot holder, a fish knife, chop sticks, et cetera.

Module 6: 12.30 – 15.00 – *Elegant Dining Tutorial (lunch included)*

Master the art of fine dining in the elegance of our partner 5-star private dining room. You will enjoy a full, formal 6-course luncheon where no detail is left unturned. Learn how to navigate a formal table setting, proper utensil usage and how to eat difficult-to-manoeuvre foods with style and grace.

Day 4

Module 7: 10.00 – 12.00 – *Posture, Poise and Deportment*

Learn to project confidence, elegance and leadership through your movements by reinforcing proper posture and body language. You will discover tips and tactics for graceful standing, walking, sitting and gesturing as well as professional tips to add presence and style to your daily routine.

Ladies will discover techniques for elegantly walking in high heels, descending a staircase and getting in and out of a car with grace. Gentlemen will fine tune their skills for properly escorting a lady, putting on and removing coats, et cetera.

Module 8: 13.00 – 15.00 – *Posture and Poise Through Ballroom Dance*

Posture and poise are reinforced through fun and artistic movement as you learn the basics of Western high-society's preeminent etiquette dance - the Waltz. This exhilarating session takes place in our private partner dance studio. No prior dance experience is necessary, just the desire to improve your posture and have fun.

Day 5

Module 9: 10.00 – 12.00 – *Personal Image & Society Dress Codes*

Learn how to distinguish style from fashion and add class to every wardrobe. Master the novelty of wearing French scarves to the understatement of the English classics. Construct an elegant appearance from morning tea to the ballroom and all of the society events in between.

Module 10: 12.00 – 14.15 - *The Art & Etiquette of Afternoon Tea*

Afternoon Tea is a British institution, one bound with codes for the uninitiated... which once mastered, is highly enjoyable. Learn the differences between cream tea, afternoon tea, high tea and royal tea whilst gaining insight into the origins and traditions of teatime. This is a delightful hands-on tutorial including a 3-course tea meal.

- Comments and Testimonials -

Thank you for the amazing experience! You exceeded my highest expectations. I thoroughly enjoyed myself, whilst learning some vital skills and techniques that will remain with me forever.

K. O. United Kingdom

The name The Finishing Touch says everything. The clearly structured and focused content helped me hone my social, behavioural and communication skills to have 100% confidence. I also greatly enjoyed The Polished Professional course and look forward to returning.

N. B. Russia

Going to an etiquette class has been on my list of things to do for many years. I'm glad I chose Minding Manners. The history, visuals and practical tools supplied was perfect.

D. O. USA

Through your teaching I have made a massive change in my life style. I have developed my business style, learned better how to manage different audiences, how to anticipate disadvantaged situations and provide solutions, how to interact even when I don't have knowledge of the language and dining is much more enjoyable today.

Lady W. R. Angola

I had a great time; loved the course and the team and will recommend it to everyone. I look forward to coming back.

P. M. Japan

My time spent with you was very useful for my role in the diplomatic world.

Her Excellency S.S. Nigeria

I think your revelatory modules will prove very valuable to us both (my husband and I) and was quite unexpected and spectacular.

S. R. United Kingdom

Minding Manners has exceeded my expectations in every possible way. I now have the answers to many questions that are not answered in books...and look forward to coming back again for more courses over the years.

S. A. Jordan

Minding Manners has truly broadened my horizon and passion for the realm of etiquette.

B. A. G. Kuwait

It has been such a pleasure and I have learned so many very useful things.

N. N. Cyprus/ TRNC Turkey

It was my greatest pleasure to have got an opportunity to learn from you, I only hope now that I bring laurels to your name.

P. K. India

We thank you for your participation and kind words!

- Company History -

The Minding Manners training studio is located in London at the heart of Albertopolis (the exclusive Kensington region that was home to Queen Victoria and Prince Consort Albert, as well as Diana, Princess of Wales). Every step taken is graced with Victorian history, from Kensington Palace and Royal Albert Hall to the Albert Memorial, Hyde Park and the Victoria and Albert Museum. This privilege allows our clients the exclusive pleasure of experiencing etiquette in its birth place with tutorial insights and hands-on practical experiences second to none.

Minding Manners launched in the heart of Paris, France on the Rue du Faubourg St. Honoré in 2003. We were the first institution to bring back the tradition of the European Finishing School, only this time, in an accessible, contemporary and modular format. Our relocation to London is due to the ever-increasing demand of discerning individuals, corporations and parents seeking more than domestic etiquette knowledge; they demand the ultimate in international etiquette and protocol knowledge delivered by internationally renowned professionals who have lived and worked in, and with, numerous cultures.

- Principal Biography -

Tamiko Zablith is a **certified International Etiquette and Protocol Consultant**, with a Masters Degree en route in Protocol, Official and Foreign Relations. She is the Founder and Managing Director of Minding Manners, Ltd. and the Principal of the International Etiquette and Protocol Academy of London.



Presented in Beverly Hills as a Debutante in 1987, her further pursuit of etiquette, protocol and finishing training in Paris, Geneva, London, Brussels, Washington DC and Shanghai brings more than 20 years of international etiquette experience to her delegates.

Having lived in Paris for ten years, she became recognised in France as *Madame Bonnes Manières* and the national reference for contemporary international etiquette. In England, her etiquette programmes earned a place on British Vogue's *Vogue List* and she is recognised world wide as a select member of the *Continental Who's Who*. Tamiko has been featured in numerous global publications throughout Europe and North America and has contributed to a variety of reputable television and radio programmes.

Tamiko Zablith is joined by Christine Pearce, Caroline MacDonald Haig and other specialised team members to bring you the most comprehensive and enjoyable one-week finishing school session available. You are invited to visit our website at www.MindingManners.com, join our Minding Manners Newsletter, fan or 'Page' on Facebook, follow us on Twitter or contact us directly at info@MindingManners.com or on +44 (0)20 7584 9805 to further discuss how we can help you or your family attain higher goals.

- Sample of International Press Coverage -



REGISTRATION FORM

for

The Finishing Touch

English & International Social Etiquette, Dining Etiquette, Image, Poise & Decorum

Participant's Full Name _____

Gender _____ Age range _____

Mailing Address _____

Mailing Address _____ Postal Code _____

Telephone _____ Fax _____

Email Address _____

Company or Association _____

Career or Volunteer Field _____

Person to contact in case of an emergency _____

How did you hear about us? _____

I have read and understand Minding Manners' full Terms and Conditions. I also understand that registration is non-refundable; however should an urgent matter arise, I may defer my participation to another programme and date.

☐ I agree Signature _____

Programme & Investment: London 2011 ☒ *Please tic the selections of your choice.*

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| ☐ 31 st Jan through 4 th Feb | ☐ 16 th through 20 th May | ☐ 12 th through 16 th September |
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| ☐ Full Programme: Modules 1 through 10 | £740 + VAT |
| or | |
| ☐ Module 1 Social Etiquette & General Behaviour (part one) | £75 + VAT |
| ☐ Module 2 Social Etiquette & General Behaviour (part two) | £85 + VAT |
| ☐ Module 3 Social Etiquette & General Behaviour (part three) | £85 + VAT |
| ☐ Module 4 The Art of Entertaining & Being Entertained | £75 + VAT |
| ☐ Module 5 The Art of the Table | £75 + VAT |
| ☐ Module 6 Elegant Dining Tutorial (lunch included) | £105 + VAT |
| ☐ Module 7 Posture, Poise and Deportment | £75 + VAT |
| ☐ Module 8 Posture and Poise Through Ballroom Dance | £85 + VAT |
| ☐ Module 9 Personal Image & Society Dress Codes | £75 + VAT |
| ☐ Module 10 The Art & Etiquette of Afternoon Tea | £85 + VAT |

The Finishing Touch - Registration Form

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VAT

20%

£75 plus VAT = £90.00

£85 plus VAT = £102.00

£105 plus VAT = £126.00

£740 plus VAT = £888.00

Total of Payment _____ (in GBP)

Method of Payment

- ☐ Cheque (from UK Sterling account, at least 4 weeks in advance)
- ☐ Visa, Mastercard or American Express (through PayPal)
- ☐ Bank Wire Transfer (please list your surname as the reference)

Account Name:	Minding Manners Limited
Account Number:	42689170
Bank:	HSBC
Branch ID Code:	MIDLGB2104L
Sort Code:	40-22-26
IBAN Code:	GB62MIDL40222642689170
SWIFT Code (BIC):	MIDLGB22

Dietary Requirements ☐ Yes (Please list below) ☐ No

Registration priority is based on the order in which Registration Form & Payment are received. Please return via fax to Ms Christine Pearce at +44 (0)20 3059 2149 or via email to cpearce@mindingmanners.com or via post to Minding Manners at the postal address listed below. Please note that upon receipt of payment you will receive a **Welcome Letter of Confirmation** along with the **Training Studio address** and **final Programme details**.

We look forward to welcoming you soon!

Office Use Only: Registration received _____ Payment received _____
