

Possible Titles For Session

- ☞ Manners on the Menu
- ☞ Pass the Manners Please
- ☞ Business Dining Basics
- ☞ Social Graces in Business Places
- ☞ The Right Fork

Length of Session:

There is sufficient knowledge material in this lesson plan to present a full-day session on networking. Trainers should review the entire content and then pick-and-choose the material that best fits the needs of the client and the audience.

Sample “Sell” Segment:

Think how much more business you could accomplish if you weren't worried about which fork to use. Polished dining and corporate entertaining skills contribute to an overall image of competence and confidence. During this very entertaining and informative session, which is presented over a meal, attendees learn the basics of business dining, how to present themselves competently in social situations, and how to effectively mix business and pleasure.

Who Would Benefit From This Session?

People new to business, managers, and others who entertain clients or travel for business, event planners, social directors, human resource professionals, anyone who is called upon to host or attend meetings and events, or entertain corporate clients, would benefit from this session.

Rationale For This Session:

Many, many otherwise confident businesspeople feel nervous in dining and social settings. When business is the priority, knowing how to conduct yourself in a polished professional way, in both casual and formal dining settings, helps you feel more confident and portray competence and credibility to others.

Session Outcomes:

Upon completion of this seminar, attendees will be better able to:

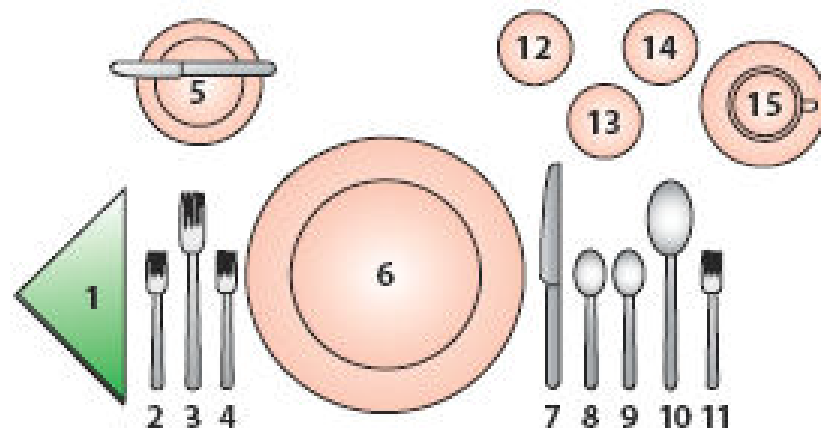
- ⌘ Feel comfortable in mixing business and social situations.
- ⌘ Understand the “business priority”.
- ⌘ Wine and dine graciously with co-workers, higher ups and clients.
- ⌘ Entertain corporate clients with ease.
- ⌘ Learn technical dining skills that can help them present themselves with confidence in dining scenarios.

Topics Covered in This Session:

- ⌘ Details of dining
- ⌘ Proper use of napkins, utensils, dining accoutrements
- ⌘ Dining styles
- ⌘ The art of conversation
- ⌘ Tipping etiquette and much more...

TABLE SETTING

Note: In the above diagram, the number 8 teaspoon could be replaced with a salad knife and the number 4 fork and number 9 spoon could be above the dinner plate. Much depends on the menu.



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|---|---------------------------|
| 1. Napkin | 8. Teaspoon |
| 2. Salad fork | 9. Teaspoon |
| 3. Dinner fork | 10. Soup spoon |
| 4. Dessert fork | 11. Cocktail fork |
| 5. Bread-and-butter plate,
with spreader | 12. Water glass |
| 6. Dinner plate | 13. Red-wine glass |
| 7. Dinner knife | 14. White-wine glass |
| | 15. Coffee cup and saucer |

plate in the center of your place setting called a “place” plate or “charger” plate. Charger plates are for decorative purposes.

After discussing the table settings and bread and butter, the first course should be served. If it is soup, trainer discusses as follows:

All Souped Up – How to Eat Soup

Soup is served in a soup bowl, a soup plate or a soup cup. The soup plate is flat and usually has a plate under it. The soup cup has two handles and is used for clear soup or broth. It is permissible to drink from the soup cup by holding it by the handles, but never from a soup bowl or soup plate. In Asian restaurants and in some other cultures, soup is frequently served in a small cup or bowl and you are intended to pick it up and drink it. For some additional information on dining with other cultures, see Lesson #6–Civility World-Wide.

It’s really interesting to watch how an otherwise perfectly polished, polite professional can come completely undone when you put him or her in front of a soup bowl. Never fail, two slurps in, there is a sudden, uncomfortable recognition that others might be watching and the panic sets in. Am I holding my spoon correctly? Can I leave the spoon in the bowl? I can crush my crackers can’t I? What am I supposed to do with this huge piece of broccoli? And so, for anyone who really enjoys a bowl of hot soup at a business lunch, here are some techniques to help you handle the broth (and broccoli) with bravado.

☞ Regardless of what you are eating, your napkin goes across your lap. Don’t tuck it into your collar.