

PROFESSIONAL PRESENCE IN BUSINESS SERIES



Shawn E. Gilleylen

Success with Etiquette™

Did you know that business etiquette can be a powerful and profitable tool if you know how to use it?

Good business begins with proper manners, appropriate etiquette, and professional presence. Success in business is attributed to 85% people skills based on your behavior, ethics, and demeanor.

Join Success with Etiquette to gain a competitive edge by sharpening your professionalism, corporate image and business savvy to project a poised, polished, and professional image to create a positive first impression.

Discover manners that you use unconsciously that sabotage your professional image, destroy profitable alliances, and damage your reputation.

During our highly interactive, entertaining seminars, you will learn proven methods for making business etiquette profitable and gain essential tools to polish your professional presence and communication skills.

SEMINAR SERIES

Polish Professional Presence in Business

1325 G Street NW, Suite 500, Washington, DC
10:00 a.m. - 12:00 p.m.
Wednesday, March 19 (*Advanced Registration Required*)

Business Etiquette for Administrative Professionals

1325 G Street NW, Suite 500, Washington, DC
10:00 a.m. - 12:00 p.m.
Wednesday, April 23 (*Advanced Registration Required*)

Business Dining Etiquette and Wine Tasting Seminar

The Caucus Room, 401 9th Street NW, Washington, DC
6:00 - 9:00 p.m.
Thursday, May 8 (*Advanced Registration Required*)

ATTENDEES WILL RECEIVE:

- Continental Breakfast
- Success with Etiquette: Book of Etiquette
- Hands on Learning
- Networking
- And Much More

To Register or For More Information,
please contact
Shawn E. Gilleylen at
202-352-3166 or
shawng@successwithetiquette.com
www.successwithetiquette.com

Presented By: Shawn E. Gilleylen,
Creator of Success with Etiquette

TOPICS INCLUDE:

- The Art of First Impressions
- Proper Introductions & Handshakes
- Business Card Protocol
- Positive Attitude & Demeanor
- Professional Image & Presence
- Dress For Success
- Communication Skills (Telephone, Cell Phone, Voicemail, & Email)
- Workplace Etiquette
- Networking Skills to Build Rapport
- Business Dining Manners
- Wine Etiquette
- Do's & Don'ts of Gender Neutral Etiquette
- The Art of Thank You!

 **Success**
with Etiquette

Administrative Support Associates™

www.adminsupportassociates.com

SHAWN E. GILLEYLEN

shawng@adminsupportassociates.com

(202) 352-3166

Success with Etiquette™ Registration Form

There are four ways to order:

1. Fax this form to 202-609-8959
2. Call Shawn E. Gilleylen at 202-352-3166 or shawng@successwithetiquette.com
3. Purchase online at www.successwithetiquette.com
4. Mail this form or pay by check to Administrative Support Associates, Attn: Shawn E. Gilleylen, 1380 Monroe Street NW, Suite 221, Washington, DC 20010

Full Name: _____

Company: _____

Street Address: _____

City, State and Zip Code: _____

Phone Number: _____ Email address: _____

How did you hear about us? _____

Success with Etiquette Seminar Series

_____ March 19, 2008 – Professional Presence In Business **\$125.00***

_____ April 23, 2008 – Business Etiquette For Administrative Professionals **\$125.00***

_____ May 9, 2008 – Business Dining Etiquette & Wine Tasting **\$225.00 – The Caucus Room**

Seminar Registration Includes: (Advanced Registration Required)

- Continental Breakfast
- *Success with Etiquette: Book of Etiquette*

**Seminars begin at 10:00 a.m. – 12:00 p.m. at 1325 G Street NW, Suite 500, Washington, DC 20005*

Payment

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Name of AUTHORIZED USER of Card: _____

Signature of Cardholder: _____