

## How to be a Lady/Gentleman (Social Etiquette Training)



We will engage in increasing number of social functions as we approach graduation, we may ask ourselves:

- Do I shake hands and introduce myself to others properly?
- What should I talk about after initial introductions?
- How should I dress for different dress codes? How can I tell if a new suit fits me or not?
- How should I eat different food with knife and fork elegantly?
- What are some “traps” in social interactions that can be avoided?

Attend our one-day workshop to answer the above questions and engage in hands-on practices with your peers. *If available*, please bring along your suit (Gentlemen – jacket, shirt & tie; Ladies – suit jacket & blouse) to class. *Students will be asked to buy lunch (western style) in the Canteen within the campus and join a practice lunch session in the classroom.*

Date: 17 October (Friday)

Time: 9:30 am – 5:30 pm

Venue: Room 411, Meng Wah Complex

Language: English supplemented with Cantonese

Class size: maximum 40

Fee: \$50

Deposit: \$100 (refundable)

Please register in person at Room 408, 4/F, Meng Wah Complex.

Our trainer, Ms Elinor Young is a very experienced image and management training consultant who conducted trainings for multi-national corporations for twenty years. Since 1995, she has held many training workshops for the universities in Hong Kong. She specialises in verbal and non-verbal presentation skills, from appearance to handling difficult situations.

Counselling and Person Enrichment Section (CoPE)

Centre of Development and Resources for Students (CEDARS)