

Improving General Civilities and Social Skills

Scope and Purpose

There are many common breaches of etiquette in our society today, and it is unfortunate that most people do not realize their actions may offend others. **Our attempt to bring civility back to everyday life has become a quest.**

Courses are based on:

Four Seasons of Change: Rebellion, Toleration, Integration and Contribution.

Change is constant and each season has its bounty of differences in concepts, attitudes, economics and politics. These impact our behavior and ability to cope with the perpetually changing combinations.

Coping requires comprehension, realistic expectations, and new abilities, which will help one to:

- Improve social skills
- Dine and converse properly
- Understand and accept some of the new behavioral changes
- Value general civilities, politeness and nuances
- Use gracious communication skills marked with tact and delicacy
- Overcome the accompanying confusion during the transitional phases

Who Can Benefit

Whether domestic or international, affecting customers or internal relationships, the nuances of business and personal relationships and the scope of our behavior is a delicate and sensitive balance of attitudes, conventions, and formalities.

Many conflicts, misconceptions and resentments could be avoided if more importance was placed on preventive maintenance of training in manners, general civilities, nuances, attitudes and reactions to difficult situations.

Course Topics

The Internationals: For Those Making a New Home in This Country and How Americans Can Help Them

Living in a different country, learning a new language and culture are always a challenge. You will learn how to better understand the American culture of dining, socializing, business, family styles and education, which will help make the transition easier for you.

As an expatriates for a decade, this is an area that we understand from the heart. It is not enough to merely have good intentions. My work and personal friendships with Asians have taught me a

great deal about honor, nuances, patience, and acceptance; the Europeans' love of diplomacy and protocol has shown me a more civilized reaction to life; The Americans with their zest for work, personal quality of life and their flexibility have shown me flexibility and efficiency; the Latins have taught me more about dignity, an adherence to tradition, mixed with the joys of spontaneity and love of life.

Some women from patriarchal societies have new issues to confront when coming to America, such as isolation, resentment, and abuse from their partners, while trying to acclimate to the American lifestyle.

The Professionals

As a Young Professional, you are ambitious and anxious to succeed. Sometimes you may take shortcuts and fail to observe the rules of proper behavior. Entering or succeeding in the workplace demands finer behavioral skills than may have been required in a previous position, on campus, or in a different environment. Improvements are made by stating and demonstrating proper ways and most importantly, giving reasons for and creating desires that logically encourage development of finer business and social skills.

As a Seasoned Professional, you are comfortable in your career and in your routine; you know well the rules of the game. However, some of the ways have changed, with a more modern twist. Emphasis is placed on blending the upcoming executives with the seasoned, so that each may learn new and tried skills and attitudes from each other.

Women are now a major influence in the corporate workforce and their logic, intuition, nurturing, judgment and understanding have made them valuable, along with their talent for multi-task performance.

The generation and gender differences are more complex, combined with their obligations as caretakers, mothers, entrepreneurs, or those women resuming their careers. Differences of communication, reaction, integration, and contribution are discussed and skills taught to help with the disparities.

Single Again: Divorced, Separated, or Widowed

You may be surprised on your first few outings to see how social skills have changed. We give guidelines that add a lilt to your experiences and help put one more at ease. Also how one manages oneself professionally in the workplace and socially. And how to maintain discretion during the emotional difficulties and transition.

Adolescents, Children, and Young Adults

We make it quick, easy, fun and funny to learn etiquette skills that can enhance home life and social gatherings, regardless of age. Children are taught basic kindness, manners, speaking habits, posture, respect and general politeness to help them cope with the stresses of an accelerated lifestyle in school, with changes within the family unit, personally, and in society.