

(logo)

Date:

Attention:

From:

Re:

Dear _____,

Thank-you for your interest in our services.

As you requested, I have attached a workshop outline for your event on _____ 2014, based on our discussion.

I trust that this proposal will meet with your approval. Should you have any questions or require further information please do not hesitate to contact me at _____ or by email at _____.

I will call you early next to answer any questions you may have.

Sincerely,

(signature)

(Company)

(First/ Last Name)

(logo)

INTRODUCTION

(Paragraph - overview of the importance of business etiquette/ IITTI Certification...)

PROGRAM CONTENT

I Dining Etiquette

(Objectives paragraph format)

Program Outline (example):

- Placement of place settings, napkins and seating
- What not to do at the dining table
- American vs. European dining styles
- How to handle dining disasters with grace
- Practice dining skills and table manners

II Dressing to Win the Corporate Arena

(Objectives paragraph format)

Program Outline (example):

- How to use your personal image as a corporate asset
- What to wear to look more authoritative, credible, approachable or relaxed
- How to dress smart to ensure confidence throughout the day
- How to dress effectively with colour
- How to avoid costly image mistakes

Time Frame:

Date(s)/ Time:

OUR METHODOLOGY

(Your teaching style. What they can expect)

Example: Participants will be trained in a workshop style. The Learning objectives will be met through demonstration, lecture, individual exercises, group participation and practice. Each student will participate in a formal sit down dinner.

Suggested Menu

Example: For a two hour dining practicum, we recommend a 3- course meal consisting of the following:

- Soup
- Main Course
- Dessert
- Tea or Coffee
- White Wine served with the main course (optional)

Workshop Resource Guides

Workbooks are optional and charged on a per participant basis. All resource guides are available in an electronic pdf format or hard-copy format for distribution to workshop attendees. All resource guides conform to IITTI International Business Etiquette standards. Workshop learning outcomes, along with self-study of the following supplemental study guides will prepare participants on the IITTI Certification track, to write the Personal Appearance and Dining Etiquette components of the IITTI Level 1 Certification exam. (www.iitti.org).

BENEFITS INCLUDE:

(What's in for them?)

Example:

- Raised awareness of professional standards
- Increased levels of self-confidence and personal effectiveness
- Strengthened confidence and personal comfort in personal and professional situations.

FEE SCHEDULE

Dining Etiquette			
Dressing to Win in the Corporate Arena			
Resource Guides (<i>per participant</i> (electronic))			
Resource Guides (<i>per participant</i> (hard copy))			
Training Investment			

*GST will be added to all fees

Associated costs to be covered by Client:

- Room & seating arrangements for workshops
- Meals, beverages & catering costs
- PowerPoint projector, screen & computer
- Wireless lapel microphone

Fee Payment Structure

50% of the fee is to be paid upon agreement in order to secure dates.

Balance is due upon completion of individual follow-up sessions

CANCELLATION/ RESCHEDULING FEE POLICY

- Cancellation more than 1 week prior to the contractual start date – 75% of deposit Refunded
- Workshop rescheduling fee with less than 1 week notice - \$100
- Cancellation less than 1 week prior to start date – No Refund