

[YOUR COMPANY 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)

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 selfstudy 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 [YOUR FEE]

Dressing to Win in the Corporate Arena [YOUR FEE]

Resource Guides (per participant (electronic) [YOUR FEE]

Resource Guides (per participant (hard copy) [YOUR FEE]

Training Investment

Total Client 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