

# DINING ETIQUETTE TRAINING KIT™

DINING WITH CONFIDENCE  
INSTRUCTORS GUIDELINES©



*personal*  
**impact**  
international

# DINING ETIQUETTE TRAINING KIT™

## DINING WITH CONFIDENCE

### INSTRUCTORS GUIDELINES ©

The Dining Etiquette Training Kit™ has been developed based on the training content that I, Kimberly Law AICI, CIP have presented in my training programs since 1999. It contains everything you need to conduct your own high-level dining etiquette training seminar or practicum. This material adheres to the IITI Business Etiquette Standard.

The objective of this seminar is to increase participants awareness of the benefits of dining etiquette and table manners. This awareness will help participants feel more confident at any dining setting in any Western Culture. The materials included in this training system were developed specifically to reinforce the etiquette learning process.

#### **Materials Included:**

##### **Instructors Guidelines**

An overview of what is included in the in the 'Dining Etiquette Training Kit'. Includes guidelines for how to use the training system, Lecture and presentation materials for the Dining with Confidence seminar curriculum, the set-up for the practicum, and how to adapt the program for a 3-course or 4-course dining practicum.

##### **PowerPoint Slides**

58 customizable slides. Additional images have been included for flexibility.

##### **Video Demonstrations**

Slide 55 includes a professionally produced video demonstration by Kimberly Law illustrating the similarities and differences of European and American dining styles.

##### **Instructors Lecture Notes**

This training system is fully scripted, and lecture notes are included with the PowerPoint Slides. The lecture has been produced for a 4-course meal, but it can be easily adapted for a 3-course meal by removing one slide and replacing one slide. Each slide includes the instructor's lecture, instructor's demonstration activities, interactive student exercises, page reference # in the Formal Dining for Informal People study guide, and additional instructor notes. A printable PDF of the instructor's lecture, including slides, has also been included for easy viewing.

##### **Instructors Demonstration Activities**

Suggested demonstration activities have been integrated into the instructor's lecture to enhance learning outcomes.

##### **Interactive Student Activities**

Suggested student activities have been integrated into the instructor's lecture. All exercises and activities are optional.

## FONT KEY - Instructor's Lecture Notes

The following font types are used to distinguish information types:

Lecture: Calibri

Interactive Student Activities: **Calibri Bold**

Instructor's Demonstration: *Calibri Bold Italic*

Notes and Extra's: **CALIBRI BOLD CAP**

Formal Dining for Informal People - Reference to Page #: *Calibri Italic*

## Workshop Outline

A sample outline has been included in this training system. The content may be copied and adapted as needed.

## Workshop Evaluation

A sample workshop evaluation has been included in this training system and may be copied and adapted as needed.

## Study Guide – Dressing to Win in the Workplace

This system includes one downloadable PDF copy of the 'Formal Dining for Informal People' study guide. The purchaser of this training system is granted a limited license to print 30 copies of this publication for distribution to seminar attendees. Additional copies may be purchased for distribution through the Personal Impact International [www.personalimpact.ca](http://www.personalimpact.ca) for a special price of \$5.00 USD per copy.

All program materials provided, are owned by Personal Impact International and protected by Canadian and International copyright laws. 'Formal Dining for Informal People', study guide is copyrighted and may not be altered in any way.

# OVERVIEW

The material in this training has been well received by students, job seekers, professionals and executives in over 40 Countries.

This workshop is intended for up to 30 students. With larger audiences, you will need more time.

As the instructor, you must prepare in advance for every presentation. Preparation will help you present the materials in an informative, interactive and entertaining manner.

This presentation has been designed for a 2.5-hour dining etiquette practicum that includes a 4-course formal sit-down meal.

All components with the exception of the 'Formal Dining for Informal People', study guide, are fully customizable. You can customize the PowerPoint slides, lecture and activities to your audience, and feel free to change the workshop name, add additional slides, and remove slides as needed. However, all copyrights must remain intact. **Note: \*Many of the images that form part of this presentation are stock photo's that have been purchased with a limited use license. Others are from a private collection and other recourses. The images and material in this system may not be reproduced in any form or by any means for resale purposes without the written consent of Kimberly Law, AICI CIP.**

For shorter timeframes, this presentation can be adapted for a 2-hour dining etiquette practicum that includes a 3-course formal sit-down meal.

Why 3-courses? Although I have facilitated several 4-course and 5-course meals over the years, many of the organizations I have worked with have limited time and financial resources. In my experience, I have found that many organizations prefer a 2-hour time limit, which is simply too short a time to facilitate the program and eat a 4-course meal unless the training is conducted while participants eat. This is not usually effective, due to noise and distractions.

# ROOM SET-UP

## Items Needed for the Presentation

- LED projector
- Screen
- Computer
- Speakers
- Lapel Microphone  
(If more than 15 participants)
- Bell
- Place Setting for instructor demonstration
- Workshop Outline for participants
- Evaluation Forms for participants
- Formal Dining for Informal People,  
study guides for participants
- Pens

## Dining Table Set-up

Tables – ½ rounds with at most 6 people seated facing the facilitator at each table.

## Dishes And Cutlery

Request in advance that the catering staff stack dishes, glasses and cutlery that will be used during the dining practicum on the non-seated section of each table. This will allow each participant to set their own place setting based on the menu. See Slide #13.

## The 4-course meal

1. Soup
2. Salad
3. Meat course (or alternative)
4. Dessert (eaten with a fork and spoon)
5. Beverages: water, white wine (optional), tea & coffee

This course progression will allow students to practice using a variety of utensils.

## For 4-course menu, utensils include:

- Main fork
- Main knife
- Soup spoon
- Salad fork
- Salad knife
- Charger (optional)
- Cloth napkin
- Bread plate
- Butter knife
- Water goblet
- Wine glass (optional)
- Dessert fork
- Dessert spoon
- Coffee/ tea cup and saucer
- Teaspoon

# ROOM SET-UP

## **Instructors Place Setting for Demonstration**

Request in advance that catering staff set a place setting on a small table at the front of the room for discussion and demonstration.

- Main fork
  - Main knife
  - Salad fork to the left of the main fork
  - Salad knife to the right of the main knife
  - Soup spoon to the right of the salad Knife
  - Cloth dinner napkin in the Centre of the place setting (on charger if possible)
  - Bread plate with butter spreader (left)
  - Water goblet (above meat knife) and wine glass
  - Dessert fork and spoon above the place setting
  - Coffee cup/saucer with coffee spoon (to the right)
- \*\*Luncheon napkin (I recommend that you buy one to bring with you to all seminars)

## **4-course Practicum Approximate Timeline**

Dining Etiquette lecture: 50 minutes

Soup – 20 minutes

Salad Lecture – 5 minutes

Salad – 20 minutes

Video (Dining Styles) – 5 minutes while main course is served

Main course - 25 minutes

Dessert Lecture - 5 minutes Dessert/coffee & tea – 15 minutes

Q&A – as time allows

**Note: you may want to incorporate a 5 – 10 minute break into the agenda**

# ROOM SET-UP

## Suggested 3-course meal

1. Soup
2. Meat course (or alternative)
3. Dessert (eaten with a fork and spoon)
4. Beverages: water, white wine (optional), tea & coffee

Even without the salad course, this progression still allows participants to practice using a variety of utensils.

## For Suggested 3-course menu, utensils would include:

- Main fork
- Main knife
- Soup spoon
- Charger (optional)
- Cloth Napkin
- Bread plate
- Butter knife
- Water goblet
- Wine glass (optional)
- Dessert fork
- Dessert spoon
- Coffee/tea cup and saucer
- Teaspoon

## Instructors Place Setting for Demonstration

Request in advance that the catering staff set a place setting on a small table at the front of the room for discussion and demonstration.

- Main fork
- Main knife
- Salad fork to the left of the main fork
- Salad knife to the right of the main knife
- Soup spoon to the right of the salad Knife
- Cloth dinner napkin in the Centre of the place setting (on charger if possible)
- Bread plate with butter spreader (left)
- Water goblet (above meat knife) & wine glass
- Dessert fork and spoon above the place setting
- Coffee cup/saucer with coffee spoon (to the right)

\*\*Luncheon napkin (I recommend that you buy one to bring with you to all seminars)

# ROOM SET-UP

## **3-course Practicum Approximate Timeline**

Dining Etiquette lecture: 50 minutes

Soup – 20 minutes

Video (Dining Styles) – 5 minutes while main course is served

Main course - 25 minutes

Dessert Lecture - 5 minutes

Dessert/coffee & tea – 15 minutes

Q&A – as time allows