

### **Proud to be Polite**

Children ages 8-12 learn the meaning of respect; showing respect to others and to yourself. Children will learn the importance of first impressions, proper handshaking and eye contact, how to introduce themselves and others, how to remember names, communicate with confidence, the art of conversation, listening skills, what not to say, telephone communication, netiquette and more. Effectively combined with a dining tutorial, children will be proud to be polite.

### **小時候篇 - 做個有禮的孩子**

八至十二歲是兒童明瞭何謂尊重並學習如何尊重他人及自己的理想階段，此工作坊會教導孩子如何給予別人一個良好印象及其重要性，學習範圍包括 - 與人正確握手的技巧及運用眼神接觸、如何介紹自己或他人給別人認識、如何記取別人的名字、建立與人溝通的信心、如何與人作得體的閒談、聆聽技巧、電話禮儀、網絡禮儀、餐桌禮儀等，完成工作坊後，孩子會為自己能夠成為有禮的孩子而感到自豪。

### **Confidence is Cool**

As young people make their way in the world they will require advanced social skills. Knowing what confidence is and how to project it gives young people the boost they need to contribute positively and feel good about themselves. This vital program for ages 12 – 15 covers the steps to gaining confidence, setting goals, problem solving, asserting yourself with ease, confident language, social IQ, courteous communication, dress and decorum, special event etiquette, invitations and correspondence, social etiquette, and dining etiquette. It provides your child with the tools to feel confident in any situation.

### **青少年篇 - 提升自信工作坊**

當青少年的生活開始與社會更加接軌，他們將需要更加深層的社交技巧，加強自信心並將此素質向外投射是提升他們自我價值不可缺少的元素。此工作坊教導十二至十五歲的青少年建立自信、制定目標、解決問題、從容抒發己見、以自信語言溝通、社交智商、以禮待人、衣著裝扮、隆重場合禮儀、邀請函和信件撰寫及回覆、社交禮儀及餐桌禮儀。參加工作坊的青少年，能於學習過程中掌握所需技巧，繼而能自信地面對不同場合。

### **Backpack to Briefcase**

This program includes 5 two-hour workshops with power point presentations, take home assignments and a class handbook. Completion of all five classes for a total of 10 hours results in a comprehensive etiquette program and certificate of completion for the attendee. The program prepares youth for the transition to college or the work place. In addition to those topics covered in "Confidence is Cool," this program covers first impressions, image, dating dilemmas, saying "no", social and situation etiquette, confident greeting communication skills, public speaking, dining etiquette, public courtesy interview etiquette, corporate conduct and more.

### **年輕人篇 - 踏出校門**

此課程是專為踏出校門的年輕人而設計的全面禮儀學習班，旨在協助他們從校園踏出社會工作作出準備，課程包括五節共十小時的工作坊，學員會有課後作業及學員筆記以鞏固學習內容。除了包括在「青少年篇 - 提升自信工作」內的課題外，還涵蓋第一印象、形象、約會疑難，如何說“不”、社交禮儀、演說技巧、用餐禮儀、面試禮儀及員工操守等。