



Confidence comes from the authority of Emily Post

New York Times best-selling author and great-grandson of Emily Post, Peter Post, personally hosts the Emily Post Institute's E-Learning program. Each E-Learning module features Peter as he guides you through major manners concepts illustrated with moving text and images that speak a language all their own. Modules include quizzes, helping to review and highlight take-away lessons. This is E-Learning with style and humor.

Peter Post brings over ten years of experience conducting presentations and seminars and five years experience instructing etiquette trainers to your training program. In the E-Learning series Peter identifies the most common manners mistakes people make in business, and the most requested content that he presents during seminars into a comprehensive introductory course on business etiquette and business dining.

Divided into learning modules that make it possible to tailor an E-Learning experience for an individual or a company of any size, this E-Learning course allows Peter to present the material

developed in his book [The Etiquette Advantage in Business](#) in a whole new way. With video, images, and moving text illustrating manners concepts that he has been writing and speaking about for over ten years, E-Learning is a whole new way to bring the confidence, authority, and credibility of Emily Post to your team.

INDIVIDUALS

- Learn **skills and techniques** you need to succeed in the workplace.
- Navigate the **difficult situations** you will encounter in business.
- Start off on the **right foot** .

To begin, visit our virtual classroom for more information and individual pricing.

GET STARTED

CORPORATIONS

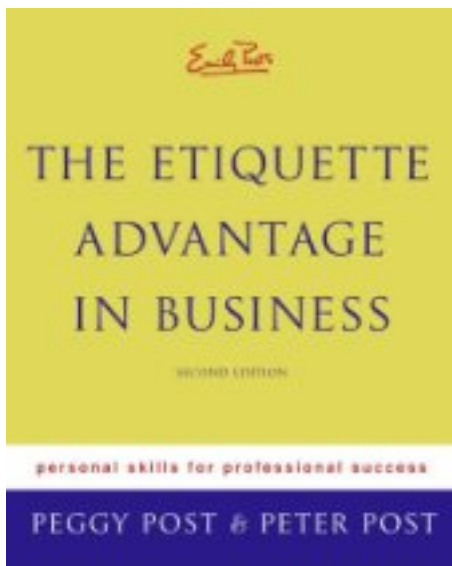
- **Set** the tone for success.
- **Foster and enhance** professionalism through business etiquette and relationship building.
- **Refresh skills** for personal growth and mentoring.

Training 20 or more employees? Contact Dawn Stanyon for group pricing.

CONTACT US

Emily Post®


E - L E A R N I N G



A whole new way to foster the Etiquette Advantage in Business



Business Etiquette For New Hires Lesson 1 - Why Etiquette (01/12/13/07)



Peter Post
Director

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- 13. Slide 13
- 14. Lesson 1 Quiz
- 15. Congratulations! You've completed Lesson 1!

Agenda

1. How, Perspective & 3 Goals
2. What Is Etiquette?
3. Written Communications
4. Voice Communications 1 & 2
5. Your Workplace
6. Meetings
7. Enhancing Your Image
8. Business Social
9. Dining Etiquette
10. The 24/7 Professional

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3 Goals

Goal 3: Do it sincerely.



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Rudeness in America

Where do we find rudeness in the workplace?



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