CONTACT US

“I cannot thank you enough for the outstanding experience. Not only did you train us to the ‘depths’ of etiquette, you made me feel special. This was the best seminar training I have ever attended.”
-Pat Locke, Lifeplan Services, LLC, Washington, DC

Unlike other etiquette programs

The Emily Post Business Etiquette Programs are not about memorizing an encyclopedia of rules. Rather, they focus on building better business relationships by applying the underlying principles of etiquette: consideration, respect and honesty.

Whether you are an independent consultant or corporate trainer, The Emily Post Business Etiquette Train the Trainer Program will provide you with the skills, knowledge, materials, and confidence you need to teach business etiquette in professional settings.

Our Program

We offer a five-day intensive training, during which participants learn how to teach a comprehensive business etiquette curriculum.

- Includes training in the eleven modules that make up the Emily Post Business Etiquette Seminars (see below)
- Gives participants the opportunity to practice teaching and to receive critiques on their presentation of the material
- Focuses on how to customize the program for clients' individual needs
- Offers a practical discussion session on how to launch a business etiquette seminar business

Our Eleven Program Modules

1. Why Business Etiquette?
2. What Is Etiquette?
3. Difficult Situations
4. Communication
5. Introductions
6. Business Social Situations
7. Dining Etiquette
8. Enhancing Your Image
9. Workplace Etiquette
10. International Perspectives
11. The 24/7 Professional

An Interactive Experience

- Analysis of each module
- Presentation practice session with critique
- Observation and video taping of attendee presentations
- Interactive dining etiquette luncheon
- Full day of facilitation skills training by Ovation Communication
- Guidance on packaging and marketing your services from Dawn Stanyon of Professionality Consulting (and previously The Emily Post Institute's Director of Sales for nine years.)

Resources

- Step-by-step leader's guide and other seminar materials in manual form and USB stick
- Immediate access to materials through our secure website (PowerPoint, video clips, workbooks, tip sheets, surveys, and more)
- *The Etiquette Advantage in Business* by Peggy Post and Peter Post
- Access to The Emily Post Institute for program and content support

Contact Us

Emily Post's Trainer Training Booking

Please contact Steven Puettner for more information on program details, presenter availability and pricing by filling out our contact form.

CONTACT US

You can also reach Steven directly at (802) 860-1814 or by email at This e-mail address is being protected from spambots. You need JavaScript enabled to view it