

The Emily Post Institute is America's premier source of etiquette knowledge and insight. When you train with us, you gain association with our brand and benefit from nearly a century of Post family history and expertise.



### **The Knowledge of the Posts**

Over the course of four days, Peter Post and Anna Post, co-authors of [\*The Etiquette Advantage in Business\*, 3rd edition](#)

and descendants of Emily Post, share their business etiquette knowledge and his proven training techniques. You will develop your etiquette and manners knowledge to handle any etiquette situation. And you will have confidence knowing you learned from trusted experts.

### **Presentation and Facilitation Skills Workshop**

The Emily Post Institute partners with Ovation Communication to provide a one-day workshop to begin our program. This session offers pointers on overcoming stage fright, portraying a

confident presence, vocal dynamics, gestures and movement, effective storytelling and managing your audience.

### **The Emily Post Name**

Your certificate of completion entitles you to promote yourself as having “Completed Training with The Emily Post Institute” or as “Trained by The Emily Post Institute.” You are also licensed to use the "Trained by Emily Post" seal on your website and other marketing materials.

### **Extensive Training Materials**

Materials include an in-depth leader's guide, a loaded thumb drive, access to our "Trained by Emily Post" blog, and access to our secure website. Content includes PowerPoint presentations that can be altered to meet your needs, video of your practice presentation with Peter Post's commentary, worksheets, articles, surveys, evaluation forms, and business success information. You also receive a copy of [\*The Etiquette Advantage in Business\*, 3rd edition](#) by Peter Post, Anna Post, Lizzie Post and Daniel Post Senning.

### **Access to Updated Training Materials**

Your annual license fee entitles you to updated business etiquette articles and tip sheets, in addition to the enhancements to PowerPoint presentations and individual slides. When materials are added or updated, you receive email notification.

### **Program Development Ideas**

During our US programs, we offer a roundtable discussion on marketing your business etiquette business including promotion, sales tips and business organization. Following the session, we are available for up to one hour per year by phone and email to answer questions and brainstorm ideas to support you.

### **Coaching**

You are entitled to additional coaching with The Emily Post Institute for program and etiquette support. Peter Post, Anna Post or another Institute expert will talk you through a quandary, answer etiquette questions or review techniques.

### 40% Discount on Book Purchases

HarperCollins Special Sales extends a special discount on all Emily Post titles to our clients and associates. With this discount you may purchase [\*The Etiquette Advantage in Business\*, 3rd edition](#) by Peter Post, Anna Post, Lizzie Post and Daniel Post Senning (or any other Emily Post book) for your seminar clients for at least a 40% discount. You can pass that deep discount on to your clients as well. Many businesses like to give the book to their employees to complement the business etiquette seminar. We suggest you always offer this option.

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## □ Contact Us



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 [training@emilypost.com](mailto:training@emilypost.com)