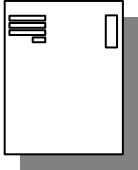




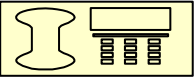



Etiquette & Manners Course Description & Schedule

<p>Telephone Manners</p> 	<p>School Manners</p> 	<p>Grooming & Hygiene</p> 	<p>Proper Attire</p> 	<p>Proper Introductions</p> 	<p>Proper Correspondence</p> 	<p>Table Manners</p> 
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Location: 2105 University Mall, Tampa **Time:** 1:00 – 2:00 pm **Register at:** www.itsallaboutkids.org

February 27 th	March 27 th	April 24 th	May 29 th	June 26 th	July 24 th	August 28 th
<p>Through interactive scenario's children have fun while learning to properly answer the telephone and learn to take accurate messages.</p> <p>We also cover cell phone do's and don'ts, the dangers of speaking in public places and giving vital information out on the phone.</p>	<p>This course covers behavior in the classroom, in the halls, in the lunchroom, and on the bus.</p> <p>This course helps students learn manners that are especially relevant in a school setting such as cell phone etiquette, teasing, bullying, and vandalism, being polite and making friends.</p>	<p>The Grooming and Hygiene class helps prepare young people to develop a lifelong dedication to taking care of their bodies by making it fun and exciting.</p> <p>We discuss the importance of hygiene including keeping your space orderly and organized.</p>	<p>We discuss the relationship between attitudes and attire in this lively session.</p> <p>This course encourages good choices, suitable attire for all occasions, how to properly care for clothes and socially acceptable do's and don'ts.</p>	<p>This course is a good way for children to learn basic yet vital social skills. We offer real-life examples children can relate to. Lessons include proper eye contact and the art of shaking someone's hand; how to start a conversation; body language does and don'ts; and standing when being introduced.</p>	<p>This course teaches children the importance of the written expression of appreciation for a thoughtful act or gift that will leave a lasting impression on them.</p> <p>Children will practice writing thank you notes, invitations, and learn how to become a gracious guest/host.</p> <p>Children will learn to be courteous in public.</p>	<p>Children learn to navigate a formal table setting and dining experience with confidence. We teach children how to eat tricky foods and tips on being a good guest and host. This course prepares young people to the art of fine dining, proper dinner conversation, and the correct use of silverware and dishes.</p>