

Etiquette Certification Program Schedule

4 day program

Day 1

- ❖ 8:15am – Coffee Service
- ❖ 8:30am – Welcome
- ❖ 9:00am – 12:00pm– Attitude of Etiquette
- ❖ 12:00pm – 1:15pm - Lunch
- ❖ 1:15pm – 5:30pm – Etiquette Sessions

Day 2

- ❖ 8:15 – Coffee Service
- ❖ 8:30am – 11:30am – Dining Etiquette
- ❖ 11:30am -1:30pm - Lunch Tutorial
- ❖ 2:00pm – 5:00pm – Etiquette/Speaker Presentations

Day 3

- ❖ 8:15am – Coffee Service
- ❖ 8:30 am – 12:00pm – Etiquette Presentation
- ❖ 12:00pm – 1:15pm - Lunch
- ❖ 1:15pm – 4:00pm – Etiquette Presentation
- ❖ 4:00pm – 5:30pm – Afternoon Tea – Tea Etiquette

Day 4

- ❖ 8:15am – Coffee Service
- ❖ 8:30am – 12:00pm – Etiquette Presentation
- ❖ 12:00pm – 1:15pm - Lunch
- ❖ 1:30pm – 3:15pm – Speaker Presentations
- ❖ 3:30pm – 4:30pm – Wrap-up