



11 Mount Sinai Lane Singapore 277003
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GROOM YOUR CHILD FOR SUCCESS (Full-Day Workshop)

Do you know you can build your child's confidence & self-esteem through etiquette classes? With adequate social skills, your child will be at ease & self-assured in any social and dining situations. Classes will be customized according to the age of your kids.

Workshop Syllabus

Topics

1. Personal Grooming

1.1: Cultivate Good Personal Hygiene & Grooming Habits

- Facts about Skin & a Sensible Skincare Routine for Girls & Boys
- Facts about Hair & a Healthy Hair Care Plan
- Personal Hygiene – Every Girl and Boy's Maintenance Programme
- How to Deal with Acne Problems, Dandruff, Bad Breath, etc
- Beware of Image Destroyers, e.g. Messy Hair, Dirty Nails, etc

2. Social Skills & Manners (Part I)

2.1: Reception Etiquette

- Proper Greetings and Handshakes
- Proper Address of Seniors
- Making Introductions
- Safety & Strangers

2.2: Conversational Etiquette

- Graciousness like Saying "Thank You", "Please", "Sorry", "Excuse Me", "May I" etc.
- Privacy & Personal questions

2.3: Telephone Manners

- Basic Telephone Skills & Manners (e.g. How to Make & Answer Calls)

3. Deportment

3.1: Deportment, Visual Poise & Posture

- The Way You Walk, Stand & Sit
- How to Go Up/Down the Stairs for Girls
- How to Go In/Out of Cars for Girls



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Workshop Syllabus (Cont'd)

Topics

4. Social Skills & Manners (Part II)

- 4.1: Cinema/Theatre Etiquette**
- 4.2: Library Etiquette**
- 4.3: Party Manners**
- 4.4: Thank-You Note**
- 4.5: Cross-cultural Differences**

5. Social Skills & Manners (Part III)

- 5.1: Showing respect to elders**
- 5.2: How to be a gentleman**

6. Dining Manners & Etiquette

6.1: Dining Manners

- Correct Posture at the Dining Table
- Do's & Don'ts at the Dining Table
- How to be a Good Guest
- Terms like Entrée, Appetisers, etc

6.2: Silver Ware Savvy

- Chinese and Western Table Layout
- Correct Way of Handling Silverware
- What to Do with Napkins, Bread, Soup, Escargots, etc
- How to Eat Spaghetti, Vegetables & De-shell Prawns without Using Fingers

Contact Alexis @ **9664-3884** or email: alexis@dnic.com.sg
to register your child for the workshop.