

## Etiquettes

**Duration: 60 Hours**

1. Difference Between Etiquettes & Protocols
2. Set your goals, set them SMART!
3. Self Confidence
4. Wardrobe & Armor
5. Telephonic Emailing & Dining
6. Invitations, gifts & worldwide
7. Difference between a French table and an English table
8. Being a lady: Makeup, perfume & general tips
9. Being a gentleman
10. The history of the Butler: from wine pourer to multitasking manager
11. Professional & private life
12. My manifest for the service industry