

The mission of Women in Business is to further the advancement of women and empower them in their professional and personal lives.

Business Etiquette

Personal Excellence for Professional Success

How would others rate your etiquette skills?

Do you uphold the same sense of etiquette in all situations?



Business etiquette is an influential, sensible, and powerful skill you can use when it counts the most. Business protocol is an indispensable “life skill” that separates the leaders from those that are standing in the wings. Education, experience, and talent are no longer enough to get a client, keep a client, and build lasting personal and professional relationships.

Please join us as Lisa Taylor Richey, President & Founder of The American Academy of Etiquette, discusses a fresh and contemporary approach to *some old and some new* guidelines on etiquette at work and play. You will hear authoritative answers to questions and issues involved in our everyday work lives; such as:

- **Becoming more polished.** From the conference room to the dining room, learn the art of the business meal and how to entertain a client from start to finish.
- **Office gossip.** Are you involved? Gossiping is a career limiting move. What to do and how to avoid the rumor mill.
- **Appreciation.** It is the highest form of respect. Learn how to nurture relationships by creatively staying in touch. Plus, find out acceptable ways to send thank you notes.

This presentation is designed for those who want to polish, refresh, and enhance their professional image.

Thursday, May 14, 2009


7:30 A.M. – 9:30 A.M.

Bretton Woods
361 Speedwell Avenue
Morris Plains, NJ 07950

**INCLUDES
HOT BUFFET
BREAKFAST**

Event Chairperson:
Heather Clarke-Peckerman
HCP Consulting Group

Please note that overflow parking is available in the adjacent Acme parking lot



Morris County Chamber of Commerce
25 Lindsley Drive, Suite 105, Morristown, NJ 07960
973-539-3882 • www.morrischamber.org

Pre-Register until May 12, 2009!

- Member: \$38**
- Non-Member \$60**
NON-MEMBERS are welcome to attend a maximum of 2 different types of Chamber events. To become a member, contact Member Services at 973-539-3882.

Register via the web using a credit card, at:
<http://events.morrischamber.org>

Or, submit registration information via email, fax or mail:

Email: events@morrischamber.org
Fax: 973-539-3960
Mail: 25 Lindsley Drive, Morristown, NJ 07960

Cancellations will be honored when received in writing via fax or email a minimum of 2 business days before the event.

REGISTRATION INFORMATION

Payment Method:
 Check Chamber Money American Express Discover MasterCard Visa

Credit Card Number _____

Exp Date (MM/YY) _____

Name on Credit Card _____

Attendee Information:

Attendee Name _____

Company Name _____

Address _____

City/State/Zip _____

Phone _____

Email _____