

Elbows off the Table

Treat your associates to this fun, interactive and educational dining etiquette workshop. The program may be delivered within one hour at your place of business or off-site. This Dine-N-Learn session may be held over a breakfast, lunch, or evening dinner to allow associates to learn while practicing what they learn.

Participants will learn how to:



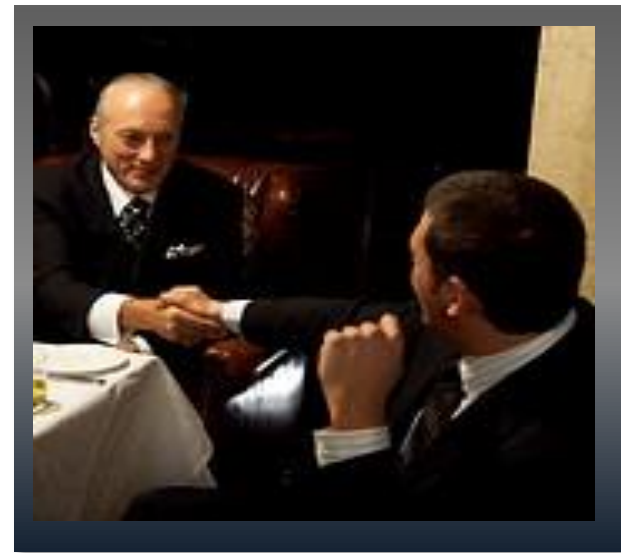
Navigate the table setting with ease, understand the different styles of eating, and how to handle themselves before the meal even begins.



Behave with poise and professionalism before, during and after the meal when dining in a restaurant or home.



Handle themselves when dining for personal and business purposes, and understand the etiquette differences for both especially when men are dining with women.



If you are interested in having a member of the Finesse Worldwide team facilitate this session or any of our other etiquette sessions, please contact Aimee Symington at 704.564.6502 or send email to aimee@finesseworldwide.com . Thank you.

During the Middle Ages napkins were not provided, so what did people use to wipe their mouths?

- A.) Their sleeves.
- B.) The tablecloth.
- C.) A wet cloth.



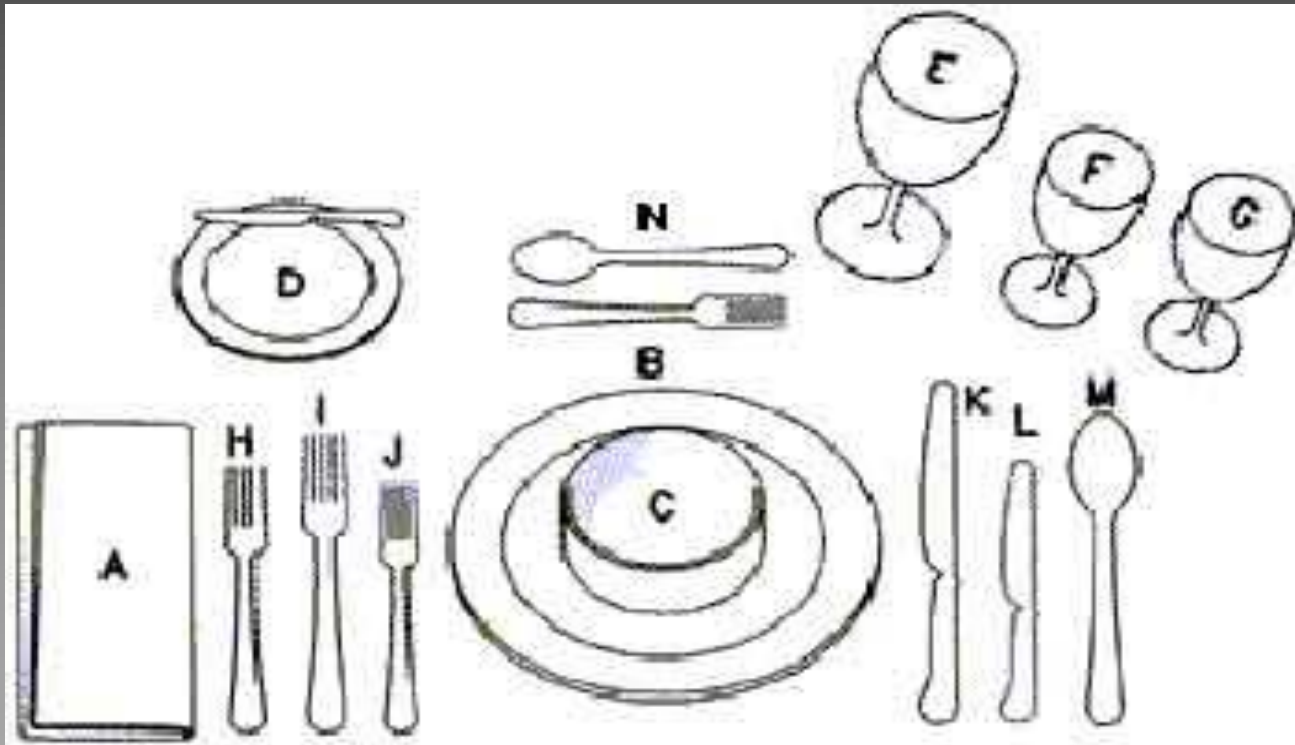
When setting the table, why does the blade of the knife go in facing the plate?

- A.) Because the Spanish settlers felt that it was a sign of aggression to aim a sharp object at another person.
- B.) Because if the blade was facing out it was a signal from Knights that they would hurt someone during the meal.
- C.) Because the elite in England thought you might cut yourself if the blade was out.



Dining Etiquette

Table Setting



- A. Napkin
- B. Dessert fork
- C. Soup bowl
- D. Bread plate / knife
- E. Red wine glass
- F. White wine glass
- G. Water glass
- H. Appetizer/fish fork
- I. Main course fork
- J. Salad fork
- K. Main course knife
- L. Appetizer/fish knife
- M. Soup spoon
- N. Dessert spoon

Decode a place setting

SAMPLE SLIDES



- | | | |
|-------------------------------------|---|------------------------------|
| 1. Butter knife | 6. Meat and salad fork
(main course) | 11. Dessert fork |
| 2. Bread-and-butter plate | 7. Dinner knife
(main course) | 12. Water glass |
| 3. Soup spoon (first course) | 8. Decoration plate | 13. Champagne glass |
| 4. Seafood fork
(second course) | 9. Soup bowl | 14. Wineglass
(for red) |
| 5. Seafood knife
(second course) | 10. Dessert spoon | 15. Wineglass
(for white) |

Dining Etiquette

Styles of Eating

American Style

Eating



Eating American style

Hand should be in lap!

Resting



American style - I'm resting position

Finished



American style - I'm finished position

Continental Style



Eating Continental style



Continental style - I'm resting position



Continental style - I'm finished position

Dining Etiquette

Do's & Don'ts

Before

- ✓ Give client/boss best seat. Host gets head of table. Guest of honor sits to the right of host.
- ✓ Men can seat women if dining for pleasure. Do not have to for business.
- ✓ Put cell phone away and on vibrate and nothing on table.
- ✓ Put napkin in your lap.
- ✓ Order same type of food and courses as others. Order mid-priced items.
- ✓ Typically no alcohol for lunch and limit with dinner.
- ✓ Begin eating when host does and everyone else has their food.
- ✓ Talk business before a meal when having lunch, but not when out for dinner. In the U.S., you can talk business anytime during lunch.
- ✓ Keep suit jacket on.

Dining Etiquette

Do's & Don'ts

During

- ✓ Pass food to the right and salt and pepper together.
- ✓ Use silverware from the outside working in towards the plate.
- ✓ Use the “b” and “d” rule to locate your bread plate.
- ✓ Elbows and arms off table once food is on the table.
- ✓ If you leave the table during a meal napkin goes on seat. Leave it on the table to left of plate when you leave.
- ✓ Stand up to greet others who arrive and shake hands if close to you.
- ✓ Don't monopolize the boss/guest of honor.
- ✓ Don't share food, be too picky, or talk about your diet.

Dining Etiquette

Do's & Don'ts

During

- ✓ Never pick up dropped items from the floor. Ask for a new one.
- ✓ Break bread with your hands and butter one piece at a time. Put butter on your own plate.
- ✓ Spoon soup away from you.
- ✓ Don't groom yourself or use a tooth pick at the table.
- ✓ Don't season food until after you have tasted it.
- ✓ Take small bites of food at a time so you can talk.
- ✓ Make polite conversation and make sure that everyone feels included in the conversation. Do not share too personal of information about yourself or ask too personal of questions.
- ✓ No one is perfect so use humor if you goof up!

Dining Etiquette

Do's & Don'ts

After

- ✓ Place silverware at 10:00 / 4:00 as if your plate were a clock. Blade of knife faces in.
- ✓ Do not use toothpick at the table.
- ✓ Don't touch the plates or offer to help the waitress clear the table. Don't push plates away when too full!
- ✓ If being hosted, you can still offer to pay. If you are hosting you pay. If unsure, then be prepared to pay.
- ✓ Thank the host.
- ✓ When leaving the table, place your napkin slightly folded to the left of the plate but not on the plate.
- ✓ Push in chair.
- ✓ Let women walk out of a restaurant first. (Note: men lead women into a restaurant)

Dining Etiquette

You're Hosting a Client

- ✓ Make reservations and communicate directions, dress code, etc. to the client. Make it easy for them.
- ✓ Be early!
- ✓ Give client best seat and allow him/her to order first.
- ✓ Follow client's lead with beverages and food.
- ✓ Order mid-priced food and beverages.
- ✓ Again, do NOT text, make a call, or be "online" for any reason – show respect. Use BEST manners!
- ✓ Pay for the meal. Tell waiter privately to give you the check or give credit card first.

Toasting Etiquette:

Etiquette says give a toast after dessert, but you can do it anytime. Sometimes before the meal is best once everyone has a drink.

- You are the host. Stand up and give toast to guest of honor.
- You are the guest. Do NOT drink at a toast to you. Give a toast to the host in return to their toast to you.