

*Today's dynamic business leaders are protocol savvy.*

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**Trainer, Speaker, Coach  
Author**

## *Focusing on:* Business Protocol

Whether you are representing your company at an important event in New York or having lunch with a major client in your home city, you want to make a positive and lasting impression. Even if your work does not take you to distant places or does not require that you nurture major client relations, your business protocol skills impact your everyday work life.

**Q:** Do you know:

- the proper way to make introductions?
- if you should stand when someone enters the room?
- which water glass is yours, or how to certain foods?

**Q:** At a social event, can you manage a wine glass, plate and napkin while offering your hand to meet someone? **Q:** And what about gender? How does business protocol affect men and women in the workplace?

Today's dynamic business leaders are protocol savvy. They know how to finesse the business lunch, they work a room to their advantage, and they stand out in social situations as people others want to know. Often we say these people are "naturals". More likely, these dynamic leaders have worked to master their skills in conversation, dining, introductions and networking. They have developed their business protocol skills. You can do the same.

*Paula brings to the classroom over twenty years of training experience ranging from academia to corporate America. Call her to bring **Business Protocol** to your organization.*



*Call Paula Pace at  
402.466.2559 or 402.430.0710*

*Do you ever wish you felt more comfortable in business or social settings? Have you ever lost a business deal without quite knowing why? You may consider yourself a professional, but do others?*

### *Book Paula for:*

- Organizational Development
- Workshops
- Seminars
- Manager Trainee Programs
- Conference Speaker Training
- Quarterly or Annual Meetings

### *Business Protocol Format:*

A one -day class (7.5 hours)  
Or, two half-day classes

### *Other Things You Should Know:*

- Our goal is to build skills which will increase your bottom line.
- Classes are designed to integrate on-the-job experiences.
- Classes are designed to create safe environments in which you can stretch your current skills to embrace new concepts, practice new skills and share ideas.

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