

# Minding Manners

## *Teen Etiquette Summer Finishing School Programme*

Youth Etiquette, Finishing & Leadership Skills with an International Perspective

23<sup>rd</sup> – 27<sup>th</sup> July 2018

It is tough being a teenager, and it is equally tough being the parent of a teenager! The youth of today are more sophisticated than ever and with unique demands that extend far beyond the need of handshakes and a proper “How are you?” As a parent, do you witness your children being bombarded daily with peer pressures and messages that do not always reflect the values that are important to you?



On the positive side, today’s teens are exposed to a more international environment, one where knowing how to respond to the English “How do you do?” is equally as important as the American “How are you?” (Hint: “How do you do?” is not a question.) Handshakes, bows, curtseys and cheek kisses are a part of the everyday life of children all over the world. Dining with knives and forks, chopsticks and hands are all equally acceptable in various regions and, if we expect our children to respect other cultures, we need to ensure they understand those other cultures and how to fit in. Minding Manners is the world’s only youth etiquette training institution to offer a truly “international curriculum” offering teens an unparalleled opportunity to master the comprehensive skills vital to life in the 21<sup>st</sup> Century. They will achieve the self-confidence necessary to put their best foot forward in any situation, with elegance, intellect, leadership and sophistication.

The Minding Manners **Teen Etiquette Programme** is designed to give adolescents the social skills necessary to help them mature into confident and self-assured adults. The programme is multi-dimensional, including a variety of games and scenarios specifically designed to engage and meet the needs of this age group. It is highly interactive and fun, and in harmony with the growing emphasis on character education and positive self-esteem.

The Minding Manners youth programmes received British acclaim on the *Vogue List* recognising England’s first-rate teen etiquette programme. We have been trusted by parental alumni of Lucy Clayton and IVP as well as Oxford and Cambridge graduates, diplomats and members of various European Aristocracy and Royal Families from around the world. But every one is a VIP at Minding Manners and it would be our immense pleasure to welcome your daughter or son!

**Dates:** 23<sup>rd</sup> – 27<sup>th</sup> July 2018

**Duration:** 5 days, Monday through Friday, 10.30am – 3.30pm

**Location:** The Royal Garden Hotel

2-24 Kensington High Street, London W8 4PT

Next door to Kensington Palace

Nearest underground station (subway/metro): High Street Kensington

**Investment:** £985.00 (plus VAT). Includes five days of international teen etiquette and finishing tuition, a 3-course formal tutorial luncheon, three full buffet lunches, exclusive etiquette tutorials at Kensington Palace and the V&A Museum, an illustrated workbook, daily refreshments, full English Afternoon Tea and a Certificate of Achievement.

## - Topics -

### **Social Etiquette**

*Good Manners are culturally bound, making what's a 'do' in London, a 'taboo' in Paris, Tokyo or Milan. Our teen programme is a true passport to success, awaking awareness and self esteem. Your child will learn how to make more friends and more importantly, how to keep them.*

- British and International social codes and general behaviour
- Meeting, greeting and saying good-bye
- Proper introductions
- Body language, eye signals and non-verbal communication
- Written communication (formal and informal)
- Conversation skills, small talk, compliments and kindness
- General societal do's and taboos and international variations
- Exclusive tutorial at Kensington Palace

### **The Art of Entertaining and Being Entertained**

*Become the ultimate party giver! Young ladies and gentlemen will learn how to be received as a VIP guest around the world, as well as how to make each one of their guests feel like a star.*

- Host and guest duties
- Party planning, invitations, personal stationary
- Precedence, menu planning
- Table conversation and subjects to avoid
- The art of giving and receiving gifts
- Cinema, theatre and other live performances

### **Image, Grooming and Presence**

*Teens will put their best self forward. They will master the secrets of successful presentation skills to enhance social life, school life and future career prospects.*

- Leadership skills
- First impressions and the importance of a polished image
- Dress codes, image and grooming
- Public speaking
- Elocution

## Dining Etiquette

Never wonder again “Which fork should I use?” Instead, participants will feel at ease dining at a small café with friends or at the grand table of Windsor Castle. And not only will they discover special tricks and notions, but will have so much fun in the process. We will enjoy a delicious meal in an exquisite private dining room.

- It’s time to put those new skills into practice with a unique 3-course luncheon tutorial
- Décor, table setting and table service
- British, French, Japanese and Middle Eastern table manners
- How to use tricky utensils such as escargot tongs, the fish knife, chop sticks...
- How to navigate a formal table setting
- Proper utensil usage
- How to eat difficult-to-manoeuvre foods with style and grace
- How to tackle the fruit course, with knife and fork
- English Afternoon Tea tutorial for graduation

## Posture, Poise and Deportment

Project confidence, elegance and leadership through body language and motion.

- Proper posture, body language, sitting, standing, walking and gesturing
- Ladies will learn about walking in high heels, descending a staircase and getting in and out of a car
- Gentlemen will discover how to properly escort a young lady, putting on and removing coats, how and when to defer chivalry and more

## Character Education

The adolescent years are full of challenges. Our young ladies and young gentlemen will learn creative ways to resolve conflicts and develop personal responsibility. Be a leader, not a follower!

- Respect and responsibility
- Diligence and integrity

## Electronic Communication Manners

Master the new codes of communication and learn how to use them effectively, correctly and safely. From Instagram to Facebook, become a savvy techno-etiquette star.

- Email, SMS and on-line chatting...
- Telephone courtesies. Mobile telephone etiquette
- Social media and website **protocol and safety**

## Victoria and Albert Museum

- Relish in a decadent etiquette tutorial engaging you on the trail of Queen Victoria’s London - including the historical Albert Memorial, Royal Albert Hall frieze art and a unique etiquette tutorial at the V&A Museum on the 'Rise of Polite Society' in England and its international influences and outcomes on western society.



## - Company History -

Minding Manners launched in the heart of **Paris, France** on the Rue du Faubourg St. Honoré in 2003. We were the first institution to bring back the tradition of the European Finishing School, only this time, in an accessible, contemporary and modular format.

Today, The Minding Manners Georgian Townhouse is located in **London, England** at the heart of Albertopolis (the exclusive Kensington region that was home to Queen Victoria and Prince Consort Albert, as well as Diana, Princess of Wales). Every step taken is graced with Victorian history, from Kensington Palace and Royal Albert Hall to the Albert Memorial, Hyde Park and the Victoria and Albert Museum. This privilege allows our clients the exclusive pleasure of experiencing etiquette in its birth place with tutorial insights and hands-on practical experiences second to none.

## - Principal Biography -

**Tamiko Zablith** is a **Certified International Etiquette and Protocol Consultant**, with a M.A. (Honours) in Protocol, Diplomacy and Cross-Cultural Relations. She is the Founder and Managing Director of Minding Manners International Ltd and the Principal of the International Etiquette & Protocol Academy of London.



The year 2012 marked the occasion of Tamiko's 25<sup>th</sup> Presentation Anniversary as a Debutante in Beverly Hills, California – her first etiquette endeavour, leading to the passion that underlies the success of Minding Manners. Her further pursuit of etiquette, finishing and protocol trainings in Europe, Asia and the USA bring a quarter of a century's worth of international etiquette experience to her delegates. With such global credentials, including the 'United Nations Institute for Training and Research' and the exclusive Swiss Finishing School 'Institut Villa Pierrefeu', you can be assured of **the most** international, credible and compelling etiquette training available.

Having lived in Paris for ten years, she became recognised in France as *Madame Bonnes Manières* and the national reference for contemporary international etiquette. In England, her etiquette programmes earned a place on British Vogue's *Vogue List* and she is recognised worldwide as a select member of the *Continental Who's Who*.

**Christine Pearce** is the International Business Director of Minding Manners Limited, and a certified **International Youth Etiquette Consultant** and **British Etiquette Specialist**.



With more than 25 years of experience in worldwide culture and in the fine arts sector, Christine was born and raised in south-east England with a very traditional English upbringing. She attended a formal Grammar School of exacting standards which provides a base for the detail-orientation necessary for her role in youth etiquette and protocol training.

Christine's formal training as an elocution teacher takes her voice, speech and elocution modules to the highest level, helping children and teens develop the inner confidence vital for feeling at ease in academic and social situations.

Additionally, Christine spent several years in the fine art business, including setting up and running a Fine Art Gallery specializing in sourcing and providing contemporary original artwork for her discerning, and often high-profile clientele. Combined with her passions for theatre, dance and music, she conveys her enthusiasm for the wealth of culture in London to our delegates from around the world.

# REGISTRATION FORM

for

## *Teen Etiquette Summer Finishing School Programme* Youth Etiquette & Leadership Skills with an International Perspective

23<sup>rd</sup> – 27<sup>th</sup> July 2018

Participant's Full Name \_\_\_\_\_

Gender \_\_\_\_\_ Age range \_\_\_\_\_

Nationality \_\_\_\_\_ Passport # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mailing Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

School or University \_\_\_\_\_

Person to contact in case of an emergency \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

*I have read, understand and agree to Minding Manners' full **Terms and Conditions**, as found at [www.mindingmanners.com](http://www.mindingmanners.com). I also understand that payment is non-refundable; however should an urgent matter arise, I may defer my participation to another programme and date.*

I agree                      Signature \_\_\_\_\_

### Programme & Investment: London 2018

23<sup>rd</sup> – 27<sup>th</sup> July £985 plus VAT (Total £1,182)

### Method of Payment

Upon receipt of the completed Registration Form, an invoice will be forwarded to enable payment to be made either via bank transfer or credit/debit card via PayPal.

Dietary restrictions     Yes (Please list below.)     No

\_\_\_\_\_  
\_\_\_\_\_

Enrolment priority is based on order in which Registration Form & payment are received. Please return via email to Ms Christine Pearce at [cpearce@mindingmanners.com](mailto:cpearce@mindingmanners.com) or via post to Minding Manners at the address listed below.

Office Use Only: Registration received \_\_\_\_\_ Payment received \_\_\_\_\_