

SAVE THE DATE!

Join us for our next conference

“Business and Etiquette”

When: Wednesday 14 June 2017

Venue: Novotel Kirchberg, 6 Rue du Fort Niedergruenewald, L-2226 Luxemburg

Trainer: Florence Lemeer-Wintgens from Look@Work

Dear Members, dear Friends,

The committee of IMA Luxembourg has the pleasure to invite you to their next workshop on Wednesday 14 June 2017. The venue will be communicated in a following email.

The theme of the workshop will be “**Business and Dining Etiquette**” and will be presented by Florence Lemeer-Wintgens from Look@Work.

“We live in a world where good manners tend to disappear. Why are they so important?”

Good manners refer to polite and good social behavior. They cost nothing and increase the quality of life. Good manners create a certain harmony amongst people. They open doors, they are important for your success in life by making you noticeable in your private as in your professional environment. This is why everybody should know how to behave in the office, in public transport or even in a restaurant. Good manners also are a sign of respect. Remember: you never get a second chance to make a good first impression.

During this workshop, we will cover the following topics:

What are good manners?

Business Etiquette

Dining Etiquette

Dress Etiquette”

Program:

18:00 Registration opening

18:30 Workshop

20:00 Cocktail and visit of the hotel

Registration fees: Members EUR 25.00/Non-members EUR 40.00

Please register and pay by Monday 12 June by contacting Marie Ingvarsdóttir:

mhingvarsdottir@gmail.com

Note that the registration fee will not be reimbursed after Monday 12 June

BANK DETAILS	IMA Luxembourg asbl BGL: LU95 0030 8929 0756 0000 BIC: BGLLLULL
COMMUNICATION	“Dining Etiquette” + full name

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