

En Toute Éléance

Savoir Vivre en Ville and Professionally

Presentation.

KNOWING THE CODE OF CONDUCT

A business lunch, a congratulations letter, a wedding invitation... How to behave ?
How to answer ? What to do ?

Code of conduct is not a high society survival of the past !

En Toute Elegance (With Full Elegance) will reveal code of conduct secrets while ensuring your professional and social ascent.

SAVOIR VIVRE IN TOWN

How to respond to an invitation ? When to send a thank you letter ? Each event is subject to social rules.

Knowing how to act in each situation (a chic dinner, a cocktail party, a wedding) is an occasion to demonstrate ease and impeccable manners in to any environment.

En Toute Elegance holds the key to perfect adaptation in any situation thanks to selective training (intensive tutoring) or by subject-specific sessions.

PROFESSIONAL SAVOIR VIVRE

Corporate life mandates respect for *Savoir Vivre*... And, ignoring it will get you nowhere !

When you reach a senior level position, attention to the slightest detail is the key to success : social graces is a strategic option.

But knowing how to get the most out of life *Savoir Vivre* is not restricted to executives. Welcoming and introducing a visitor, answering the telephone or simply taking a message are important.

En Toute Elegance grooms your staff to perfect your corporate image.

ACTIVE TUTORING

Several existing reference materials are used as handbooks and provide structure to training sessions. We support an interactive, one-on-one training.

Each session is organized according to specific subject guidelines. Interactive one-on-one training allows the tutor in good manners to respond to any questions and enhance practical work experience.

En Toute Elegance will deliver hands-on tutoring in the following situations..and many more :

- A partner dinner/lunch,
- How to set and use tableware,
- Intensive and immediate telephone training,
- Access to the *Savoir Vivre* hot line.

MANAGEMENT COMMITTEE

To ensure accurate and precise advice, **EnToute Elégance** staff are top-quality people highly knowledgeable in the field of *Savoir Vivre*.

A product of top notch education, occupation and social status, this exclusive circle named **En Toute Elégance** has complete respect of the French traditions of good manners and elegant language.

Management committee :

- Ariane de Bourbon Busset
- Marie-Pascale Largillière
- Claire de Montesquiou
- Nicole Vallée

CONTACTS DETAILS

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