

IT'S TIME TO CELEBRATE

# Admin Week!

TRINIDAD AND TOBAGO

CORPORATE INVITATION

25 APRIL, 2023

KAPOK HOTEL



eve anderson  
recruitment

In partnership with





**SPECIAL EVENT  
FOR ADMIN WEEK!**



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# Business Etiquette - Business Protocol and Dining guide.

**Personal branding and Presentation to achieve business goals.**  
(Half-day workshop with light refreshments)

Presented by Ambassador (ret.) Deborah-Mae Lovel, Founder of Flair Academy and Protocol where she brings 32 years of career success. She worked in major cities which includes London, Washington DC, New York and Ottawa.

**25th April 2023, Kapok Hotel**

2 Sessions available

AM session - 9am - 12 noon

PM session - 1pm - 4pm

**Special rate: \$650TT** (Limited seats, Group rates available)





## WHAT YOUR TEAM WILL LEARN!

### Business Protocol and Ethics

- Boost your company's profile among peers
- How to arrange a conference room for a meeting
- Make introductions with ease
- Elegantly receive and give business cards

### Building your Personal Brand

- Build personal credibility through your poise, polish and professionalism.
- Create a compelling positive image that impresses both clients and associates.
- Cultivate a magnetic personality
- Be a social superstar by being confident, charming and charismatic.

### Business Dining Etiquette

- Display impeccable table manners
- Understand the dos and don'ts of table settings and table etiquette
- Handle business lunches, dinners and cocktail parties with ease





RESERVE SEATS



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Payment accepted direct debit and managers' cheques

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