Module 5

Leadership Etiquette Overview

Description
Leaders need to know how to successfully navigate professional situations ranging from eating a meal to mingling at a meeting.

Objectives
› Learn about etiquette as it applies to professional situations
› Learn how to set a formal table setting
› Learn basic table manners
› Learn tips to improve socializing skills
› Create a personal elevator speech
› Develop an awareness of how “online” life can affect real life

Total time with all suggested activities:
2½ hours

Supplies Needed
Leadership Etiquette PowerPoint, computer, projector, internet access, bells or buzzers (optional), dinnerware, glassware, silverware, napkins, tube of toothpaste for each team of four to six people, one piece of cardboard or poster board (8 by 10 inches) for each team of four to six people, one felt marking pen for each team of four to six people, copies of handouts, large sheets of paper

Activities
The Leadership Etiquette PowerPoint includes the following sections with time needed:
› Leadership Etiquette PowerPoint and Quiz Game (20 minutes)
› Setting the Table and Manners PowerPoint and activities (40 minutes)
› Mastering Socializing PowerPoint and activities (30 minutes)
› Personal Elevator Speech PowerPoint and activity (30 minutes)
› Social Media Presence PowerPoint and activity (30 minutes)

Handouts
› Building My Brand worksheet (one copy for each participant)
› Writing My Elevator Speech (one copy for each participant)
› Got NetSmartz? (one copy for each participant)
› Social Media Safety for Teens (one copy for each participant)