

**SUSAN HUSTON**  
**FASHION CONCEPTS**

## Business Manners and Etiquette:

How To Act Once You're  
in a Professional Position

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**For More Information, References or  
to Schedule a Workshop,**

**Call or Write to:**

**Susan Huston**  
**SUSAN HUSTON FASHION CONCEPTS**  
925 Gaye Lane  
Arlington, Texas 76012

**(817) 265-5404**  
**Fax (817) 275-3068**

## WHAT OTHERS SAY ABOUT SUSAN HUSTON!

*"Susan is known as the Emily Post  
of Arlington,"*

Kelly De Garmo,  
Fort Worth Star Telegram.

*"Susan is dynamic, energetic and inspir-  
ing. She has a remarkable talent to challenge  
and encourage those fortunate enough to hear  
her speak. It is a special experience to listen to  
Susan Huston!"*

Tom Vandergriff,  
County Judge, Tarrant County,  
Fort Worth, Texas.

*"Susan's energetic presentation to our  
group was full of information, common sense  
and a bit of frivolity. We enjoyed being with  
her,"*

Velma Bogart,  
Directors of Volunteers Agencies  
of Tarrant County,  
Fort Worth, Texas.

*"Susan is an excellent speaker with lots of  
energy and a great motivator. She is good for  
your self-esteem,"*

Sandra Wilbanks,  
Regional Director,  
Dallas Fashion Group Interna-  
tional,  
Dallas, Texas.

## Business Manners and Etiquette: How to Act Once You're In a Professional Position

### PROFESSIONALS IN THE SOCIAL WORLD

Professionals from all walks of life are experts in their chosen field. But, when opportunities arise to host a dinner or work on a project with important clients, too often professional experts find they lack the basic knowledge of business manners and etiquette.

In today's fast-paced, high tech business world, leaders have less time to address "other social challenges." Corporations, associations and individual executives are looking for quick and effective ways to improve their business manners and etiquette skills. Often, the professional's spouse is just as unsure about what is proper.

Susan Huston uses 25 years of experience in the world of fashion, manners and etiquette to provide to business leaders in the changing 90's, and their spouses, an effective and useful course in business manners and etiquette. Whatever the challenge, from how men can work comfortably with women executives to how dress affects your attitude, Susan Huston can help busy executives get a handle on how to act in a business environment.

Opening the door to the executive offices is the first step. Susan Huston will help keep that door stay open by teaching business leaders how to avoid the social pitfalls.

### SUSAN HUSTON FASHION CONCEPT BUSINESS MANNERS AND ETIQUETTE WORKSHOPS:

#### Men: How to Work with Women in the Business Place

- How to Conduct Yourself in the Work Force.
- How to Bridge the Gender Gap.
- How NOT to Step on "Toes" and Survive in the Work Place.
- Chivalry in the Work Place. How to Know When It Is OK to Open Doors and Act Like a Gentleman.
- Unveil the Savvy and Caring You.

#### Women: Success Through Proper Etiquette

- How to Handle Yourself in a Business Situation and Attain Success.
- How to Introduce Yourself and Others, Starting with a Great Handshake.
- How the Proper Entrance and Exit Can Make a Positive and Lasting Impression.
- How to Take a Seat—Stopping the Fanny Reaching.
- How to Make Valuable Eye Contact for Better Business.
- How to Sell Yourself Without Appearing Arrogant.

#### How to Make A Good Impression in the Business Place

- Table Manners: Do's and Don'ts.
- How a Good Self-Presentation Will Land You Your Dream Job.
- How to Make the Interview Work For You.
- How Proper Voice and Diction Can Score Business Points.
- How to Avoid Embarrassing Yourself at Work.
- Telephone, Fax and Voice Mail Manners: Are They Important?

#### Questions Men Really Have About Women, But Are Afraid to Ask

- Does it Really Matter If I Use a \*&^#\*&\* Word in Front of a Woman in Business or Social Setting?
- Are Manners Really Important to the 90's Woman?
- Who Pays for the Business Lunch or Dinner?
- How to Work with a Woman and Enjoy It.
- Why Are Details so Important to a Woman and How to Use that Knowledge to Have a Better Working Relationship.
- What Happens When a Boss or Fellow Worker Wants **MORE**?
- Should a Man Stand When a Woman Enters the Office?
- Should a Women Stand When a Man Enters the Office?

#### How Fashion Reflects Your Attitude

- What Your Wardrobe Says About You and Your Professionalism.
- How to Look Five Pounds Thinner with Better Posture.
- How to Look Better and Perform Better on the Job.
- How Your Fashion Style Can Earn a Better Paycheck.
- How to Update Your Wardrobe for Less!

Because of her vast experience within the fashion industry and before groups—from young women and working moms to business executives and senior citizens, Susan Huston can customize a workshop for to meet your needs.