The R.S.V.P. Institute of Etiquette

The RSVP Institute's Instructor Kit was developed from owner Maura Graber's 20 years of experience. It is comprised of several course books for your teaching, along with marketing materials, registration forms, flyers, props for students, etc... Everything one needs to start teaching immediately!

The courses allow one hour for each session, however these are only suggestions. ***You choose how you wish to use the books & curriculum!***

Some sections of the books will need 2 sessions to cover (table settings for formal and informal dining, dining out in restaurants, etc...) and younger students need more time than older students to fully understand what you are teaching.

You'll find the ***Beginner Course*** is in 4 sections. It is meant to be stretched to 6 classes. Section 1 is the first hour, Section 2 the second, Section 3 is done in two class periods- the third & fourth, and Section four is the fifth class, then the sixth class is a review of everything done, quizzing students on what they've learned, handing out certificates, prizes, etc...

Following that is an ***Advanced I Course*** that is done in several sessions also. One section is on restaurants & is done in two sessions. A review of everything learned is also done on the last day, prizes given out, etc...

Instructors train with all ages.

Advanced Course II is several sessions long, & is the "Party Proofing Course" . The lesson plan allows the students to plan on a theme, decor, food, etc... make up invitations, etc... and on the final hour have the party they planned. It is a fun course, and the students learn how much work & responsibility goes into planning and hosting a party, as well as being a polite guest.

The ***Social Graces Handbook*** is for older teens and adults. It is designed to be used in 1& 1/2 - 2 hours of instruction, in conjunction with a meal.

If you wish to simply use the books as a guideline, and use the handouts provided instead, they are divided in to the class sessions they would be used in, with each session equaling one hour. It is your choice!

Some of the props included: A twirly pasta fork, a reproduction sorbet or ice cream spife- (spoon + knife = spife), a lobster pick "knork" (fork + knfe = knork), a reproduction pastry fork (knork), escargot plate with tongs for snails, chopsticks, several British "chip forks" used in fish & chip shops. There are handouts too. Many students hold on to their folders and handouts for many years as "refreshers" for what they have learned.

Maura (r) shows instructor trainee (m) how to help student with knife & fork.

RSVP Institute's Instructor Program contains all that is listed below, plus much more:

Youth Courses
The Beginner Course

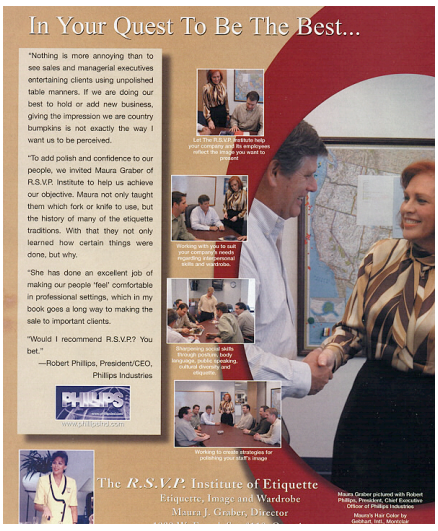
1. What is Etiquette? & Introductions
2. Telephone Manners
3. RSVPs & "Regrets Only"
4. Polite Conversation & Exchanging Pleasantries
5. Thank you notes
6. Table settings & The Art of Eating/Table Manners
7. Personal Grooming
8. Plus many all handouts for students to use at home, between class sessions.

The Advanced I Course

1. The Perfect Guest/Host or Hostess
2. Restaurant Manners
3. More Table Manners
4. Manners for when out in Public
5. Much More...

The Advanced II Course

1. Special Celebrations
2. Party Behavior/Weddings/ Etc...
3. Tech & E-Manners
4. More Table Manners & Formal Dining
5. Appropriate Behavior



The Adult Social Graces Handbook-

For Older Teens & Adults~

Dining Manners, Basic Social Graces, Etc...

Proper Utensils & Use

Business Dress

The Savvy Wardrobe

Web Manners

Tea Manners

With:

- Sample marketing fliers
- How to name your business
- How to market your business
- How to schedule classes
- Suggestions on lesson planning (dependent on class size & budget) , help with bios for new instructors, help with naming your company and assistance in website design.

Please give me a call and we can discuss your future in teaching etiquette~ 800 891-RSVP

Maura Graber,

Director of RSVP