



Visitor Edition  
Edition Visitor Edition

# SWISS ETIQUETTE

International Social Etiquette  
Dining Etiquette  
Business Etiquette  
Finishing Touch  
Wedding Etiquette  
The Elegant Woman  
Graduate Etiquette School  
Family Dining Lesson  
Family Consultation  
Children & Teens Etiquette Training

*Hello and welcome to the  
Swiss Etiquette brochure.  
I hope you find everything  
you need on these pages.  
Please note, there are  
also FAQs at the end of  
the document.*



*For visitors to  
Switzerland, you may  
find the following  
courses to be the most  
relevant for your  
children:*



## Children and Teens Private Lessons

For children to work through etiquette and social skills subjects in a one-on-one context with a certified etiquette trainer.

For 6 - 12 year-olds:

Dining etiquette & table manners  
Making introductions  
Making polite and appropriate conversation  
Positive body language  
Sitting and standing correctly  
Manners at home  
Manners in public

The focus is on empowering the children and building their self-confidence by practising correct behaviour in a variety of social situations.



For 13 - 19 year olds:

Introductions  
Making a great first impression  
Confident conversation  
Personal presentation  
Elegant deportment  
Dining etiquette & table manners  
Interview skills  
Public speaking  
Sportsmanship  
Manners at home  
Manners in public

[Please see a full list of subjects on the website.](#)

Private etiquette lessons for Children & Teens are chf300 for 45 minutes. Siblings may take the lessons together.

They take place at a five star hotel or equivalent venue. They may also take place online and via personal coaching.





# Graduate Etiquette School

For young adults age 18 - 25 who want to stand out for the right reasons in this new season of their life. This one-on-one course delivers a solid grounding in the essential social and business etiquette for university, an internship, or first job.

This is a fully customisable course and may include the following subjects:

- Business etiquette
- Office etiquette
- Dining etiquette
- Deportment
- Styling for success
- Communication for maximum influence
- Public speaking
- Business lunch strategies
- Interviewing techniques
- Networking a room
- Excellence in correspondence
- Building business relationships
- Intercultural training





# Family Dining Lesson

Fun and engaging private dining experience for the whole family.

The Family Dining Etiquette Lesson takes place over a beautiful meal at a luxury 5\* hotel.

Parents are present in this lesson with their children, where we focus on British/French dining style, American dining style, place settings, bread, napkin and drinks etiquette, appropriate dinner conversation and table manners, all in a family context.

Instruction is age-appropriate and is directed at the children in the family aged between 6 and 17 years.



Parents are encouraged to participate in the lesson, to lead by example with their children. However, parents are not required to dine in the lesson if they prefer not. There is also an option to carry out the lesson at your accommodation.

The Family Dining Etiquette Lesson is a unique opportunity for the whole family to enjoy an elegant Finishing School experience against the historic backdrop of the beautiful Lake Geneva, learning together a skill that will last a lifetime.

Bookings via [info@SIEP.ch](mailto:info@SIEP.ch)



# Family Consultation

Implementing good etiquette habits for your home life. For families who are:

- Seeking to point your children in a good direction
- Seeking more harmony in your home
- Looking to secure good opportunities for your children
- or who want to be sure that your household is being represented in the best possible way

The Family Consultation is for one or both parents, covering training their children in good etiquette that is:

- age-appropriate
- relevant to the family's lifestyle
- fun and interesting to the children

This service includes:

- Consultation in-person or online
- Creation of your unique Family Etiquette Programme

The Family Consultation may be booked as a standalone service, or it may be followed by a series of private lessons.

Bookings may be made via the website or by email [info@SIEP.ch](mailto:info@SIEP.ch)





## International Social Etiquette

Present the best of yourself and avoid making faux-pas that may harm your social standing and prospects in interactions with people from different cultures.

This is a fully customisable course and may be taken by individuals or groups:

- Living and socialising in a multicultural environment
- About to travel on holiday
- Supporting their spouse on business
- Going to study abroad
- Receiving guests from another country or culture

Email support for the duration of your travel is available by arrangement.



## Dining Etiquette

Dining Etiquette private short course takes place over an elegant luncheon and teaches all the skills needed to dine confidently in any company.

Master Western dining etiquette, perfect your table manners and polish your dinner conversation for both restaurant and private home contexts.

Book a private course:  
[info@SIEP.ch](mailto:info@SIEP.ch)



## Finishing Touch

A Swiss finishing style private course, designed for ladies and gentlemen who for personal or professional reasons want a detailed training in social etiquette. There is no upper age limit.

Finishing Touch is also recommended for partners of high profile individuals, e.g. public servants, diplomats and sportsmen, as the partners have a very important role in the public eye.

Clients may select from our menu of modules to create a custom course for their specific needs:

- Dining etiquette
- Hosting and entertaining
- International social etiquette
- Etiquette for events
- Afternoon tea etiquette
- Meeting, greeting and building rapport
- Elevating speech and the art of conversation
- Elegant deportment
- Social networking and strengthening relationships
- Written correspondence
- Netiquette
- Personal image
- Personal brand
- Personal grooming and care



## Wedding Etiquette

Fun and informative private course tailored to brides and bridal parties:

- Wedding dining etiquette
- Elegant deportment
- Greeting guests
- Interacting with staff
- Presence and mindfulness
- Creating a wonderful atmosphere
- Responsibilities of bride, bridesmaids and guests
- Thank you notes

Perfect group activity for brides and bridesmaids.





## Business Etiquette

*Business etiquette for an executive edge*

To succeed in today's fast-paced and highly pressured business world, you know you need to perform at your best.

Two things that are unchanging in our world are the importance of being able to represent ourselves the very best we can, and being able to influence and collaborate effectively with others.

Additionally, the people we meet may have vastly different backgrounds than ours, therefore we need to know how not to stand out for the wrong reasons, but instead to facilitate smooth and positive interactions.

This comprehensive seminar teaches how to present ourselves powerfully, in order to have that edge in a highly competitive environment. It is recommended for executives (and aspiring) as well as doctors, lawyers, bankers, public servants, diplomats, and anyone who is in business.

Topics covered:

- Business etiquette
- Dining etiquette
- Styling for success
- Communication for maximum influence
- Public speaking
- Business lunch power strategies
- Networking a room
- Excellence in correspondence
- Conducting business
- Doing business in specific countries



Group Course

You will have the opportunity to request the course be weighted in the most relevant topics for you. By the end of the course, you will know how to carry yourself correctly, with appropriate stature, in a business context and know the steps for reaching your business networking goals with maximum efficiency.

**Groups and Individuals:**

Business Etiquette private course is open for booking by individuals or small groups of 2 or 3 participants. Larger group bookings are also possible by arrangement.

Bookings via [info@SIEP.ch](mailto:info@SIEP.ch)



*The other courses are primarily group courses. They are included here to show you the interesting variety of subjects covered.*



# The Elegant Woman

One-day intensive group social etiquette course for ladies age 18+.

Unique one-day Finishing School experience for ladies who want to polish their social etiquette and add more elegance to their every day lives.

Topics covered:

Social dining etiquette

Invitations

Etiquette for events

Elegant deportment

Elegant social networking

Elegant dress

Personal grooming and care

*The Elegant Woman will take place in a beautiful five star hotel, date and venue tbc.*

Course Group  
Course Group



info@SIEP.ch



www.SIEP.ch

# Finishing School

*For Teens*

A la carte series of workshops for teens age 13 - 19 years.

Fun and engaging Finishing School experience, for teens to train in modern social etiquette. Each class in the series will focus on a different topic, including:

- Making a great first impression
- Events etiquette
- Elegant deportment
- Successful social networking
- Personal style
- Personal grooming and care

*The Finishing School workshops will take place in a beautiful five star hotel, dates and venue tbc.*

Course Group  
Course Group



[info@SIEP.ch](mailto:info@SIEP.ch)



[www.SIEP.ch](http://www.SIEP.ch)



## Dining Etiquette for Children/Teens

Two-hour intensive dining etiquette group training for 6 - 12 year-olds and for 13 - 19 year-olds.

Children/Teens sit together at a beautifully set table and enjoy an elegant three/four course meal.

The course includes:

- British/French dining style
- American dining style
- Place settings
- Table manners
- Napkin etiquette
- Bread etiquette
- Ordering at a restaurant
- Appropriate dinner conversation

Children (and their parents!) will gain confidence and a sense of security that they know how to behave at the dining table in any company.



After the course, parents will receive a comprehensive email detailing all points covered in the lesson, so you may help your child to practise at home.

**NEW ADDED FEATURE:** Parents will also receive an individual evaluation of their child's participation in the class, showing strengths and areas for improvement.

To read testimonials, see the upcoming dates and locations of these group classes and to book, please see our website:

[Dining Etiquette for Children](#)  
[Dining Etiquette for Teens](#)



## Young Diplomats Social Skills

Intensive social etiquette group course for 6 - 12 year-olds.

Making introductions  
Making polite and appropriate conversation  
Positive body language  
Eye contact  
Sitting and standing correctly  
Showing respect for oneself and others

The focus is on empowering the children and building their self-confidence by practising correct behaviour in a variety of social situations.

To see Young Diplomats dates, locations and to book, please visit the website.

## The Ambassadors Social Skills for Teens

Intensive social etiquette group course for 13 - 18 year-olds.

Confidence during introductions  
Greeting family and friends  
Talking on the telephone  
Writing Thank-you notes  
Confident conversation  
Positive body language  
Elegant and correct deportment  
Carrying oneself with excellence

This course will teach the Teens why etiquette matters and will equip them to carry themselves with confidence in social situations.

To see The Ambassadors dates, locations and to book, please visit the website.



*Rhoda Delgado - Swiss Etiquette*

## ✉ *Bookings and enquiries*

*Adult private courses are priced at chf1200 per two hours for one person with certified etiquette instructor. More participants may be added by arrangement. Adult private courses take place at a five star hotel or equivalent location, or online.*

*To book any of the above courses or to ask about custom courses for social, business or children's etiquette, please email [info@SIEP.ch](mailto:info@SIEP.ch)*

*Thank you very much for reading. I hope to welcome you soon for your private etiquette course, either in person or online. In the meantime, please do not hesitate to contact me via [info@SIEP.ch](mailto:info@SIEP.ch)*



## *FAQs*

2. What are the most popular subjects for children's lessons?  
*Parents normally ask for dining etiquette first. After that, social skills and deportment are equally popular.*



# FAQs

## 4. May I be present in the lessons with my child?

*Children aged 6+ tend to engage better in the lessons when their parents are not there. The lessons are delivered in a public space e.g. hotel restaurant, and parents or nannies are welcome to be seated at a nearby table so they can see what's happening. For parents who want to learn along with their children, please check out the Family Dining Lesson and Family Consultation.*

## *FAQs*

5. How will I know what my children have learned in the lessons so I can practise with them?

*After every lesson, I send an email to the parents, with details of all points covered, so they may help their children to practise.*

## *FAQs*

6. How long do the adult courses last?

*The “express” courses are two hours’ duration, during which time we can cover three main subjects and also answer your etiquette questions. For more subjects and in-depth training, multiple sessions are advised.*

## *FAQs*

7. Are the adult courses possible online?

*Yes, all of the courses in this brochure are available online via video call.*

## *FAQs*

8. Do you offer custom courses?

*Yes. A client may require a special mix of subjects - for example social and business etiquette, or business etiquette with intercultural training, or social etiquette for a special occasion. This is all agreed prior to the training.*

## *FAQs*

9. What is the difference between private courses and coaching?

*In brief: Private courses are a short-term engagement, on an agreed curriculum normally on a specific subject area.*

*Private coaching is a longer engagement where the coach supports the client in achieving a life or work goal.*

