
Heidi Dulebohn

MASTERING SOCIAL CODES IN BUSINESS:
DINING AND RECEPTIONS



After traveling the world, breaking barriers, and securing several “firsts” as an executive in the grain trading industry, Heidi turned her passion for etiquette into a series of helpful workshops, columns, and crowd-pleasing speaking engagements.

Fascinated by the cultural history behind traditional etiquette rules, Heidi has devoted her career to empowering leaders with a modern-day version of those same wonderful rules. A highly certified expert on modern etiquette for the digital age, she is dedicated to sharing all she knows to help others live their best personal and professional lives.

In this 2 hour virtual or in-person event, Heidi will break down business and social codes to unlock the keys to successfully execute and orchestrate the perfect business dining meeting and networking conference reception experience.

Heidi highlights the essentials of a productive business dining event, including a brief overview of dining etiquette. Also emphasized are the etiquette, protocol, and science behind making attendance at business conference receptions constructive and worthwhile. In addition, the critical distinction between the roles of host versus guest will be explained.

Heidi will deliver an engaging, professional, and fun event designed to help business professionals be their best, polished, and successful self. During this interactive experience, attendees will gain valuable practical knowledge and solid takeaways for future business meetings as hosts or guests.

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Salient points of business meeting dining etiquette:

- Know your role; Guest versus Host; and the respective responsibilities of each
- Basics of Dining Etiquette: Navigating table setting, proper use of utensils
- Planning your event: Invitations, venues, and wait staff, menus and alcohol, seating, conversations, bill paying, goodbyes
- Receptions: Fruitful navigation of conference cocktail receptions
- Toasts: How to make a good business toast
- Pitfalls: How to prepare for the unexpected; learn how to fix it and forget it

DURATION: 1 HOUR