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To: C-Legs Interns
June 1, 2023

Subject: Social / Relational Interactions at work with colleagues and customers / clients
Focus on “Breaking the Ice” and Business Table Etiquette

Introductions

Learning to meet others and getting to know someone in a meaningful way, in less than 3 minutes, is truly a life skill that will serve you well. Asking good questions and listening intently are important skills to develop. In this quick workshop session, we practiced getting to know another intern and then introducing them to someone else. This is also an important skill to practice.

When introducing someone, it’s important to share information that you feel others will relate to. Try to remember the details. Also, take the time to discover something interesting that you could share – such as an interesting fact or a cool hobby. For example, maybe someone was born in a different country or speaks another language fluently, or volunteers to save pets lives, or plays an instrument. We will steer clear of any illness or disabilities unless the other person offers this information freely and is comfortable sharing it with you. But keep in mind, this is information for you only, and the other person may not feel comfortable with you sharing it with others.

Things we do not want to discuss:

- Anything too personal
- Anything negative about a former colleague or employer
- Anything controversial
- Anything that could be deemed inappropriate or offensive

Lots of things we can discuss! Travel, plans for the summer, interesting places they like to visit, foods and restaurants they love, books, movies, hobbies, so many things!

HOW TO DEMONSTRATE PROPER BUSINESS DINNER ETIQUETTE.

1. Always dress appropriately for the meal. You may want to ask ahead of time what the dress code is or check out the restaurant as well.
2. Arrive on time. Be 10-15 minutes early – that is on time! Especially if you are meeting clients. You never want your client to beat you to a restaurant.
3. Eat **ONLY** once everyone receives their meal. If your meal is running late, let others know that they can begin eating their meal and not wait on you. But you should **ALWAYS** wait for your customer/client's meal (even if s/he says you can go ahead and eat...) If your host insists that you start eating, then it is okay to take a few small bites until they get their meal.
4. Always be kind to everyone that works at the restaurant, even if you had poor service. Use kind words. Leave a tip (20% of meal cost is customary).
5. Always thank others for sharing a meal with you. You could say, "it's been great spending time with you and breaking bread" or something along those lines.

Some Important Tips:

Being seated: Doesn't matter if you are a man/woman, try to be seated last. Guys – do not need to pull a chair or seat a lady (yes, please do this for your mom, grandma, and girlfriends!) but not necessary in a business meal. Stand by your chair, you can pull your chair out, but do not sit until others are seated. You do not want to be the first to sit down.

Never place "stuff" on the floor. Purses and bags should not go on the floor – use an empty chair or hang it on your chair. If you have a jacket, please ask the waiter to hang it and if that is not possible, hang it on your chair.

Cell phones: should NOT go on the table. They should be set to silence "do not disturb" so that it doesn't vibrate. If you are expecting an important and urgent call, then you can let others know but leave the table if you need to take a call.

Napkin: It's best to place your napkin in your lap as soon as you are properly seated. Or do so as soon as you pick up your menu or order water/drinks. Never place your napkin on the table during your meal. If you get up from your seat for any reason, and you have used your napkin, fold it neatly and place it in your chair. If you have not used it yet, you can fold it neatly and place it on the table to the left of your plate.

Please do not use your napkin for any other reason (such as blowing your nose, or wiping something else).

Place at the table: Keep it neat. Don't put trash on the table. If you have lemon wedges, don't place them on the table. Use a small plate or napkin. Ask the waiter to discard it.

Know where your water, drinks, utensils go. You can google this information. Restaurants give you different utensils. Your water glass and alcohol beverage go to the right side of the plate for example. At a fancy restaurant, the wine / alcohol beverage would go to the right of the water glass.

Ordering food: It's best to let others order first, especially if it is your Manager or a client. Choose foods you can eat with a fork and try to stay clear of messy foods.

Chew food with your mouth closed. Ask others to pass food to you. Do not reach across the table or across any other person. Pass food and items counterclockwise.

Do not stack plates at the table: If you are done with a dish or meal, you can place it to the left side of you towards the edge of table, but simply wait until the waiter comes to clear it. Do not place your napkin on the plate. Once you leave the table you can place your napkin on the table.

Paying for the meal: if you intend to pay for your meal or the entire meal, start to make this move as the entrée ends and dessert is being ordered. If desserts are being ordered, the order yours last and say, "can you please bring the check to me when you are ready?"

Some questions that you may like to use to get to know others.

55 questions to get to know people at work.

1. *What's your job title?*
2. *What sort of duties do you have at work?*
3. *Do you have any mentors in your professional life?*
4. *What was your first paying job?*
5. *Who inspires you?*
6. *What kind of music do you like?*
7. *What's the best concert you've been to?*
8. *Do you like traveling?*
9. *What's the best place you've traveled to?*
10. *Do you like reading? If so, what genre of books do you like?*
11. *What's the best book you've read recently?*
12. *What's the most exciting part of your job?*

13. *Where did you work before this position?*
14. *What's your most-used productivity hack?*
15. *What is your favorite animal?*
16. *Do you have any vacations planned?*
17. *What's something you're proud of?*
18. *What's your favorite food?*
19. *What's your favorite movie?*
20. *Do you have any hidden talents or hobbies?*
21. *Do you have any pets?*
22. *Are you a sports fan? Who are your favorite teams?*
23. *Are you a morning person or a night owl?*
24. *Are you a coffee or tea person?*
25. *What's something you find challenging about your work?*
26. *Who do you look up to within the company?*
27. *If you could change one thing about your life, what would it be?*
28. *What's your biggest fear?*
29. *What motivates you at work?*
30. *What's one thing you're really bad at?*
31. *What's one thing you're really good at?*
32. *What show are you currently binge-watching?*
33. *Have you ever met anyone famous?*
34. *What's a skill you'd like to improve on?*
35. *If you could have a career in anything, what would it be?*
36. *What's your favorite memory?*
37. *What's the best compliment you've ever received?*
38. *When you were a kid, what did you want to be when you grew up?*
39. *What's your least favorite chore around the house?*
40. *What's your favorite thing to do on the weekends?*
41. *What's your favorite holiday?*

42. *Can you speak more than one language?*
43. *Where do you see yourself in 10 years?*
44. *What was your favorite subject in school?*
45. *How would your friends describe you?*
46. *Do you play any sports?*
47. *Are you able to keep a secret?*
48. *Are you an introvert or an extrovert?*
49. *Do you like roller coasters?*
50. *Do you have any phobias?*
51. *If you could play an instrument, what would it be?*
52. *Which historical figure would you most like to meet?*
53. *What's your favorite season?*
54. *What three items would you take with you to a deserted island?*
55. *What's your idea of a perfect day?*

Source: <https://www.indeed.com/career-advice/interviewing/get-to-know-you-questions>