SHELTON STATE PREPARES PROFESSIONALS WITH ETIQUETTE WORKSHOP
TUSCALOOSA – In order to help prepare students for future experiences in the professional world, the Shelton State Community College Career Center will host “Handshakes, Dialogue, and Table Graces: A Business Etiquette Workshop for Future Professionals,” on Tuesday, April 6, in the West Alabama Center for Workforce Development.

The workshop will provide a meal and instruction on business etiquette at no cost to 16 students who are currently enrolled at Shelton State. The workshop filled up quickly on a first-come first-serve basis. In addition to basic information covered in the workshop’s orientation, the event will simulate a business dinner meeting and will include tips for during dinner and protocol regarding: Dress; Conduct at the table; Placing orders; Before the first course arrives; Appetizers and soup; The salad course; The main course; Dessert; Coffee and tea; General table manners; The meal is over; Tipping; Thank-you note.

A complete description of the workshop and more detail about each topic is available by visiting the College Web site, www.sheltonstate.edu, and by locating the Career Services Center link under the Workforce Opportunities header.

The workshop is just one of many services provide by Shelton State Career Services Center, which serves as a liaison for current students, alumni, and West Alabama businesses and industry. The Career Services Center welcomes the opportunity to provide services and make a difference in the lives of currently enrolled students and alumni by providing employers with qualified potential employees. Examples of services include: wage information for cities across the country, industry trends, internship information, employer profiles, resume proofreading, on-campus interviews, current full and part-time job-openings, resume posting, and career workshops hosted by local business and industry.

For Career Services information, contact Beth Patrick or Mike Fields at 205.391.5874. For Career Advising Information, contact Deborah Reynolds at 205.391.2204.

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