Dining and Networking Etiquette in a Business Setting
Goal

To give you an advantage and confidence in your career search and during life’s events.
Agenda

- Purpose
- Tips
- Top 10 common dining faux pas
- Networking Etiquette
Purpose of a Business Dinner

- Make others feel at ease
- Build Rapport
- Positively Influence Others
Proper Starting Position

Butter Knife

Dessert Spoon & Cake Fork

Water
White Wine
Red Wine

Never return a utensil to the table face after use.

Bread & Butter Plate

Fish, Salad, Dinner Forks

Service Plate

Service, Fish Knives

Beverage Spoon

Liquids on your right
D-rink

Liquids on your left
B-read

Optional, may not be found at your setting
Using Napkins

• Napkin on lap after everyone has been seated.
• Fold in half with crease toward you.
• Use your napkin as necessary.
• Temporarily leaving the table? Put your napkin on your chair.
• Don’t chew ice!
• Cup hand around lemon wedge.
• Place used sugar packet on saucer
Passing Food

1. Don't reach across
2. Offer to the left
3. Serve Yourself
4. Pass to the right
5. Pass the salt & pepper together
Breads & Rolls

- Take one at a time & pass them along
- Tear and butter mouth size portions
- Leave crumbs alone
- No mopping up liquids
- If you take the last roll - ask for more
Salad

- Wait for everyone before eating
- How to eat difficult items:
  - Lettuce
  - Cherry tomatoes
  - Olives with pits
Soup

- Wait for everyone before starting to eat.
- Soup spoon provided to the right of beverage spoon.
- Hold spoon with thumb across the top of the handle.
Soup

• Bowl may be tipped if it contains a handle. Always tip bowl away from you.
• Rest soup spoon in cup or bowl when not eating.
• The soup spoon’s finish position is to the right on service plate. If there is no service plate, spoon should remain in cup with handle to the right.
Soup

- Pull soup spoon **away** from you rather than toward you.
- Sip from the **side** of the spoon, not front.
- Crackers: Oyster crackers in and all others out
American Style of Dining
American Style: Resting Position Dining Utensils
American Style: Finished Position Dining Utensils

Fork and knife at 10:20 position tells server that you are finished eating.
Difficult to Eat Food
<p>| | | | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>Chew with your mouth closed.</strong></td>
<td><strong>6</strong></td>
<td><strong>Wait until you’re done chewing to drink.</strong></td>
<td></td>
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<tr>
<td><strong>2</strong></td>
<td><strong>Avoid slurping, smacking, blowing your nose.</strong></td>
<td><strong>7</strong></td>
<td><strong>Cut only one piece of food at a time.</strong></td>
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<td><strong>3</strong></td>
<td><strong>Don’t use your utensils like a shovel or stab food.</strong></td>
<td><strong>8</strong></td>
<td><strong>No slouching, don’t place your elbows on the table.</strong></td>
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<td><strong>4</strong></td>
<td><strong>Don’t pick your teeth at the table.</strong></td>
<td><strong>9</strong></td>
<td><strong>Ask for things to be passed to you.</strong></td>
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<td><strong>5</strong></td>
<td><strong>Remember to use your napkin at all times.</strong></td>
<td><strong>10</strong></td>
<td><strong>Always say “excuse me” when leaving the table.</strong></td>
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Most Common Dining Faux Pas

1. Placing napkin on lap before everyone is seated
2. Blowing or stirring soup
3. Eating ice cubes
4. Eating before everyone is served
5. Breaking dinner roll in half
6. Placing cell phone on the table
Most Common Dining Faux Pas

- Talking with food in the mouth
- Chewing with mouth open
- Eating a larger than bite-size piece of food
- Blowing your nose at the table
- Pushing your plate away
- Stacking dishes
Networking

“It’s not about what you need, it’s about what you can contribute.”
# Navigating Food & Drink

<table>
<thead>
<tr>
<th>Toothpick items</th>
<th>Cheese and Fruit</th>
<th>Olives</th>
<th>Stemware</th>
<th>Spills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eat from toothpick, then keep toothpick in cocktail napkin</td>
<td>Use knife to spread cheese on cracker or to cut fruit</td>
<td>Eat with hands, remove pit into cocktail napkin</td>
<td>Hold from stem</td>
<td>Get attention of service staff</td>
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<td>Big toothpicks (skewers) – remove food from skewer to eat on plate</td>
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- **Toothpick items**: Eat from toothpick, then keep toothpick in cocktail napkin.
  - Big toothpicks (skewers) – remove food from skewer to eat on plate.

- **Cheese and Fruit**: Use knife to spread cheese on cracker or to cut fruit.

- **Olives**: Eat with hands, remove pit into cocktail napkin.

- **Stemware**: Hold from stem.

- **Spills**: Get attention of service staff.
Prepare

**Action Plan**
- Who do you want to speak with?
- What questions do you want to ask?

**Research**
- Industry
- Companies
- Positions of interest
- Know who you are talking to
- Create your message

**Tools**
- Padfolio
- Resumes
- Business cards
Successful Networking is Professional Relationship Management

Ingredients for success:

Chemistry + Conversation + Maintenance = SUCCESS
Perform

- **Chemistry**
  - Introduction
  - Handshake and smile

- **Conversation**
  - Sincere interest in their industry, trends, issues
  - Open-ended questions and Listening

- **Close and Maintenance**
  - Exit Strategy
  - Follow-up
The sooner you start…

… the further you’ll go!