

# **ELOQUENT REFLECTIONS**

Professional Development  
Training, Coaching, and Refinement Services

## Image Coaching Services

### **Visual Impression**

- Poise/Posture/Demeanor/ Presence/ Body Language
- Facial expressions and Eye Contact
- Standing/Walking/ Sitting/Gestures/Spacing
- Making a great entrance
- Grooming Personal Hygiene/Appearance
- Make-up/ Proper application/Hair Style
- Wardrobe Development for your lifestyle
- Business Wardrobe
- Dressing for your body type
- The Language of clothing (What your clothing say's about you)
- Clothing for Different Occasions
- Honoring your body (Dressing with dignity, respect and age appropriateness)
- Tips for building a successful wardrobe

### **Etiquette, Civility and Communication Skills**

- Ten Important areas of speech and eliminating meaningless speech patterns
- Introductions and Handshakes
- People Skills "How to interact with others" Manners do Matter
- Social graces in various settings
- Communicating with diplomacy and tact
- Conversation Skills and The art of small talk
- Taking/ leaving messages and giving directions
- Cell Phone Etiquette/ Texting/email/Social media presence and decorum
- How to prepare and deliver a speech and Tips on public speaking
- Table Etiquette/the utensils
- How to set/ what to use and when
- How to eat certain foods
- Dining etiquette and conversation
- Dining in/out and tipping

**"Inspiring Individuals and Organizations towards Performance Excellence"**

[www.eloquentreflections.com](http://www.eloquentreflections.com)