



JCBEA Corner

April, 2017

Learning basic business etiquette is one of the key components that will let teenagers begin to excel in the workplace. The Jefferson County Business Education Alliance (JCBEA) spends time on this important factor during our Career Readiness Workshops that are offered at no cost to teens throughout Jeffco.

Often parents will ask us if they can participate in the workshops. The answer is no, but we have agreed to partner with our local chambers of commerce to provide bits of our curriculum each month to our business community. This month we cover business meals:

Dining skills

- Host chooses the restaurant
- Host arrives first
- Wait for guest to arrive
- Host seats clients/guests first
- Person of honor seated to host's right
- Host sits down last
- Business jackets stay on and buttoned
- Stand when introduced
- Person of honor orders first
- Do not order alcohol unless the host does
- Wait for host to place their napkin on their lap
- Small groups- wait to eat until host begins
- Large groups- wait until all have been served the first course
- Is it your bread plate? The "b" & "d" trick – form a "b" and a "d" with your thumb and forefinger. This will remind you that your "b"read plate is to your left and your "d"rink is to your right.
- Place butter from the serving dish on your plate, not directly on the bread
- Use a teaspoon to put a small amount of olive oil on your plate. Don't dunk in the communal oil plate
- Pass food counterclockwise (although it may be "counterintuitive.")
- If the bread basket is in front of you, pass it, and wait to take a piece until it comes back to you.

Handling the check

- The person hosting the meal, generally pays for the meal

To learn more about the Jefferson County Business Education Alliance, visit www.jcbea.org

