

Professional Presence. Stronger Connections. Greater Impact.

*Invest in your confidence, communication,
and executive presence.*

2026–2027 Workshop Series



September 24, 2026 1-4 PM

Modern Business Etiquette & Professionalism at Its Finest



December 9, 2026 1-4 PM

The Art of Brilliant Conversation and Keen Listening in the Pursuit of Sales



February 11, 2027 1-4 PM

Proper 'Netiquette:' Email, LinkedIn, & Smartphone Etiquette



March 4, 2027 1-5 PM

Work a Room with a Plan & Networking for Results



BONUS SESSION

October 14, 2026 1-4 PM

Women's Leadership: Empowering Your Higher Self



Location

Queen City Club
331 E. Fourth Street
Cincinnati, OH 45202

Per Session Pricing

Member: \$200/session

Non-Member: \$350/session

Registration Discounts

- 2 or more sessions → Save 20%
- Full Series → Save 40%*

**Women's Leadership Session NOT required for to receive this discount.*

Ideal For:

- Emerging Leaders
- Analysts & Associates
- Client-Facing Professionals
- Relationship Managers
- Sales & Business Development
- Anyone Striving for Excellence

Five Interactive Workshops



September 24, 2026 1-4 PM

Modern Business Etiquette & Professionalism at Its Finest

Part I: Favorable First Impressions & Principles of Professionalism (POP!)

Smart Summary: This learning journey empowers clients with the foundational accelerators of modern business etiquette and leadership that are essential yet often overlooked. The internet, electronic devices, and remote work have radically redefined how we are communicating and mediocrity is prevailing in terms of meaningful relationship-building which is the key to business success. This session empowers you to be the finest ambassador of yourself and your employer that you can be by learning high-caliber communication skills that impress. It takes mere seconds to make a favorable first impression when you first meet someone, and immediately following, a mental snapshot is taken of you which can be favorable or sub-par. We will equip you with a skills set that heightens self-awareness and self-restraint in projecting confidence, credibility, and competence. Your savviness and poise translate into a perceived performance of what you can offer in the workplace. This journey will prepare you to be "career ready" to secure jobs, upward mobility, and leadership visibility. Join us for a fun, interactive, and fast-paced workshop where you will leave emboldened with a competitive advantage to set yourself apart in a fiercely competitive and noisy marketplace.

Part II: Executive Presence

Smart Summary: This leg of the journey addresses the importance of projecting executive presence which leads to polished professional conduct and poise. Do you engage, inspire, persuade, and build trust or do you project an inconsequential presence? Executive Presence is an internal convergence of focused speech, body language, voice, and animation that exquisitely aligns making you compelling and commanding. Capture attention and command the room with respect to build critical relationship capital and project a memorable presence.



BONUS SESSION: October 14, 2026 1-4 PM

Women's Leadership: Empowering Your Higher Self

Smart Summary: Be the finest ambassador you can be for yourself, your employer, and your gender. This learning journey is expertly designed to build new competencies in the professional woman so that she confidently conducts herself with power and control, while staying true to her authentic self. Instead of "finding themselves," businesswomen must create themselves by leveraging their unique strengths and passions. Business etiquette is all about self-awareness and self-restraint in presenting oneself with excellence using highly developed communication skills. Using a gender lens to focus on communication skills, power body language, and persuasive verbal cues is instrumental in projecting credibility, likability, and authority. Equip yourself with these essential, yet often overlooked, professional conduct skills so that you are taken seriously when it matters the most. Expand your female tribe while cultivating a heightened awareness of your reflected higher self.



**CFA Society
Cincinnati**

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Five Interactive Workshops Continued



December 9, 2026 1-4 PM

The Art of Brilliant Conversation and Keen Listening in the Pursuit of Sales

Smart Summary: This learning journey empowers members with the tools to be proficient with high-caliber communication, connection, and persuasiveness. Do you speak with authority and authenticity, and do you know when NOT to speak? Are you self-aware of the verbal taboos to avoid that undermine your credibility and project less intelligence? Do you listen to reply or listen to understand? Do you validate or violate when you listen? Are you savvy at deescalating conflict and turning difficult conversations into civil discourse? Do you know how to wisely navigate the superpower of curiosity? Join us for a dynamic workshop that will draw others in and build trust towards the ultimate goal of establishing meaningful relationships in your network and beyond.



February 11, 2027 1-4 PM

Proper 'Netiquette:' Email, LinkedIn, & Smartphone Etiquette

Smart Summary: In today's world of electronic communication, declining productivity is a work hazard of inferior email correspondence, oblivious smartphone use, and nonexistent LinkedIn engagement. They can all be valuable tools but also can create misfires and misunderstandings that impact meaningful relationship-building and leadership visibility in business. Electronic communications can wreak havoc on client retention and respect commanded in the workplace. Set yourselves apart with excellence in the noisy marketplace by avoiding blunders and knowing the proper "netiquette." This workshop inspires you to think differently when reaching out to express yourself by learning the gold standard of digital professionalism.



March 4, 2027 1-5 PM

Work a Room with a Plan & Networking for Results

Smart Summary: It's important to know these essential, yet often overlooked, professional conduct and leadership skills. Do you feel anxious when entering a room full of strangers? Do you wish you could smoothly enter or leave conversations? Do you ever wonder if you have the people skills to impress? Would you hesitate to know who to introduce first, the CEO or the client? Do you focus more on your verbal communication than your nonverbal body language? If you answered yes, then this workshop and real-life simulation is for you. Modern business etiquette underscores the importance of self-awareness and self-restraint. This program is divided into two parts: a workshop sharing strategies and tools to purposely work a room, followed by a Learn by Doing cocktail reception where the lessons from the workshop are applied at a real-life networking event in a supportive environment. Join us in raising the bar in building meaningful relationships and network opportunities with the community, prospects, clients, and centers of influence.



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