

Parent's Guide to Teaching **Good** **Manners**



PRESENTED BY:



Building confidence while
promoting good manners & civility

Do manners **STILL** matter? **You bet!**

And when manners are missing, it's definitely noticed. Take a look at this study.



85% of a person's ability to succeed in the working world is based on social skills while only **15%** is based on technical ability.

Guess what? Those social skills needed for success revolve around good manners. And, those good manners don't just happen. They must be taught, practiced, and become a habit. So why not give your children the gift needed for success now and in the future. Give the gift that will last a lifetime!

What are the benefits of teaching good manners?

Encourages civility and respect

Improves communication

Decreases bullying

Promotes family values

Builds confidence & self-esteem

Attracts positive attention

Cultivates relationships

Fosters an understanding and awareness of others and their needs

15

Tips for Parents and Children

1 **Model Good Manners:** You are your child's role model. They will follow your lead.

"It's very nice to meet you, Mr. Jones."

2 **Follow The Golden Rule:** Treat others the way you would like to be treated. This rule should be continually reinforced each day.

3 **Use Magic Words:** Encourage your child to say please, thank you, you're welcome, I'm sorry, excuse me. Most importantly, you should use the magic words too.

"Manners are a sensitive awareness of the feelings of others."

EMILY POST

4 **Teach Table Manners:** Start with the basics - chew with mouth closed, don't speak with food in the mouth, elbows should not be on the table, never reach for an item, say please and thank you when passing or receiving food, take small bites, place the napkin on the lap.

"I'm so sorry I broke your vase. I'll clean it up and replace it."

5 **Practice At Home:** Role-play scenarios until they become a habit. Prepare your child for upcoming social situations by having fun and acting out the scenario. This builds confidence. Use every opportunity to instill civility and good manners.

6 **Teach Patience:** Children should be taught not to interrupt unless it's an emergency.

7 Encourage Appropriate Language And Conversation: Teach your child to say "Yes, please," or "No, thank you." No foul language, inappropriate jokes, mean words, gossip. Here's where you can model the correct language you'd like to see in your child.

8 Be On Time: Avoid being late for your own appointments and those of your child. Being on time shows respect.

9 Help Those In Need: If you see someone who needs help, stop and help. This includes holding a door for anyone carrying a heavy load or those pushing strollers, or picking up items that others drop or trash in the neighborhood. When your child sees that you are looking for opportunities to be helpful, they will do the same.

10 Show Respect To Elders: The cornerstone of good manners is treating all people with respect. Children should especially learn to show respect to those who are older and anyone of higher authority.

11 Greet Others and Make Introductions: Follow the 6 S's of greetings - Stand, See (make eye contact), Smile, State (Hello, Good Morning, etc.), Say (the person's name), Shake (shake hands - web-to-web, firm handshake). Children (and adults) should always greet others they know by using that person's name. We all love to hear our name. It makes us feel special.

"Please allow me to hold the door for you."

"The smallest act of kindness is worth more than the grandest intention."

OSCAR WILDE

"Sally, here's your pencil. You dropped it in the hall."

- 12 **Send Thank You Notes:** Nothing ever replaces a hand-written note. Thank you notes are not just for gifts received. Teach your child to send notes for any kindness that is shown. It could be to a teacher for helping with a math lesson after school, a coach who showed encouragement, a friend who invited your child to a sleep over. Or, send a note to those who serve your child such as the cafeteria servers or school janitors.

"Please allow me to hold the door for you."

- 13 **Limit Technology:** You should become familiar with the social media your child is using. Do not allow phones and other gadgets at the dinner table. Ask that devices be put away while in a group - family and friends. Encourage face-to-face conversations. Phones and other social media should only be used when not socializing with family and friends. Model the behavior you would like to see in your child.

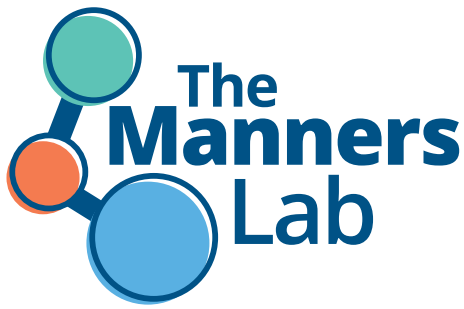
"We are weaving character every day, and the way to weave the best character is to be kind and to be useful. Think right, act right; it is what we think and do that makes us what we are."

ELBERT HUBBARD

- 14 **Apologize And Ask For Forgiveness:** Children should learn to take responsibility for their own actions. Mistakes happen. Bad choices are made. Whatever the issue, encourage your child to take responsibility, apologize and ask for forgiveness. Of course, parents should do the same.

"Mom, I'd like you to meet my friend, David. David, this is my Mom, Mrs. Smith."

- 15 **Be A Good Guest:** Remind your child to RSVP to all party invitations, arrive on time, treat other's property/home with respect, offer to help clean up, thank the host for the invitation.



Contact us to set-up an appointment
or for additional information:

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The Manners Lab is a fun and unique school designed to teach children and teens manners and etiquette. The Manners Lab is the youth division of Christine Chen Consulting ([www.CChenConsulting](http://www.CChenConsulting.com)), a consulting firm dedicated to providing protocol, etiquette, and customer service programs to businesses, corporations, health care facilities and universities since 1997.

Christine Chen is the President and Founder of The Manners Lab. Ms. Chen has a passion for working with children and has taught thousands of children the importance of kindness and respect through manners instruction. Professionally trained by The Protocol School of Washington, she has a clear understanding of the ever-changing rules of etiquette in today's society. As a graduate from the Cappa Chell Finishing School, she brings expertise in the area of making the first impression that counts. With a degree in Organizational Management and as a certified practitioner of the Myers Briggs Type Indicator assessment, Ms.

Chen brings out the importance of understanding the need for positive relationships.

Ms. Chen has published articles in various magazines nationwide, and as a guest writer and monthly contributor. She has also been featured on It's Your Biz Radio with Susan Solovac, FOX 5 DC, CNN, News Channel 8 Let's Talk Live, News Channel 9 Great Day Washington. Working closely with an MTV producer, she produced a social skills video for teenagers, The Contest.

Contact us for additional information, to schedule a program, or to invite Ms. Chen to speak at an event.

