

Dining Etiquette

May 11, 2022

Logistics

Developer	Elon Kline / Ethan Bell
Presenter	Zach Low
Room Set Up	U-Shaped
AV	Projector, Sound, and HDMI
Supplies	Computer

Session Notes

This session is designed to discuss proper etiquette when meeting with constituents over a meal. Participants will also discuss cultural differences around dining etiquette.

It is a heavily discussion-based workshop, so make sure you create an engaging and energized feel during the icebreaker.

Session Objectives/Learning Outcomes

Objective(s)	Participants will understand proper etiquette techniques and cultural/situational differences.
Learning Outcomes	Participants will understand how to engage a variety of constituents in a professional and timely manner while eating food in a number of different 1-1 or small group settings. Participants will understand how to engage a variety of constituents in a professional manner at banquets and larger events. Participants will be able to engage with constituents over alcohol, while keeping Beta's standards in mind.

Participant Work

Pre-Work	Read Business Etiquette 101: The Ultimate Guide to Surviving Your Next Business Dinner Read 20 Dining Etiquette Rules No One Follows Anymore When sending the pre-work, make sure to ask people to take note of the contradictions between the two articles. Think of three specific examples or habits of good and bad etiquette you have previously witnessed.
Practicum	Speak about how different people have different etiquette practices - Watch " What do your table manners say about you? BBC Ideas. " Best Practices around Table Etiquette at Constituent Meetings - Watch " Mind your manners Dining etiquette " Discuss many different dining scenarios and how to correctly use etiquette in those situations.
Post-Work	Practice these skills at your next sit-down meal (in theory, at a restaurant or outside of Keystone).

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Session Outline

8/8	Icebreaker
FN	<p>Hello all! Welcome to today's training on table etiquette and dining habits. In this session, we are going to be focusing on how we can use these skills during our meetings with constituents and advisors. To start off, who knows what a Cotillion is? If so, who has attended a Cotillion?</p> <p>Awesome! Thanks for the responses. Yes, Cotillion is an etiquette school that ranges from formal to casual settings including social functions, dining, and much more.</p> <p>As we begin our discussion today, I hope you have the examples I asked you to think of handy! I'm going to ask everyone to go around the room and share some examples of good and bad etiquette or habits! Do not feel the need to share each one you came up with, highlight your favorite 1-2.</p> <p>Thanks for sharing, everyone! Now before we dive into the basics of HUMAN etiquette, we're going to cover how animals eat their food.</p> <p>Play: How animals eat their food (1:25) https://www.youtube.com/watch?v=qnydFmqHuVo</p> <p>Now that we've covered other animals, we're going to transition into watching a video on the different types of ways people from a variety of cultures eat and why it is important.</p>

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7/15	Introduction to the importance of Dining Etiquette
FN	<p>Play: What do your table manners say about you? BBC Ideas (4:32) – https://www.youtube.com/watch?v=g374UymUv4I&ab_channel=BBCIdeas</p> <p>As you can see, there are many types of Dining Etiquette rules. Elbows on the table or no elbows on the table. Slurp food or don't slurp food.</p> <p>Honestly, I think we can agree that we deal with primarily the same identities in Fraternity/Sorority Life (White, Male), however as we move forward with our DEI efforts, we need to understand differences in dining etiquette for many identities.</p> <p>Our membership is growing, new people, new cultures, new understanding. When we say Diversity, Equity, and Inclusion, we are talking about all facets of life, including being diverse, equitable, and inclusive at the dinner table.</p> <p>Speaking of which, cultures such as Indian, Japanese, and Chinese often eat on the floor.</p> <p>Examples</p> <ul style="list-style-type: none">• Did you know that salting your food at the table in South African countries means you hate the food? It's the equivalent of telling the chef "Thanks but no thanks."• Did you grow up with the #cleanplateclub mentality? For some, leaving food on your plate means it wasn't a good dish. For some, taking food home means it was good enough for another meal.• Coffee in the US is all about caffeine, it's quick and on the go. While for the most part, European coffee is about the community and experience. In Europe, if you ask for a to go cup, be prepared for some confused looks.
FN	<p><i>Ask: What are other examples of different food etiquette practices across cultures?</i></p> <p>Other Examples</p> <ul style="list-style-type: none">• You wouldn't be caught dead splitting a bill in Europe. So, think twice before you ask someone to split the difference.• In South Korea, you cannot eat until the elders at the table have started their meal. It's a sign of respect.• Many cultures eat most of their meals with their hands, for example, Iranian, Iraqi, Israeli, and many others in the Middle East. <p>Similarly, you all may have had many different dining etiquette experiences. What you find acceptable, others may not. What you find acceptable, our constituents may not.</p> <p>Today, we are going to explore traditional etiquette rules and rules that may or may not be relevant anymore.</p>

7/22	What is Dining Etiquette
FN	<p><i>Ask: What situations are we going to need to use dining etiquette?</i></p> <p>Examples (foreshadowing the scenarios)</p>

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	<ul style="list-style-type: none"> • Coffee with a volunteer • Drinks with a volunteer • Dinner at the chapter house • Conference banquet/buffet • Grabbing lunch with a volunteer <p>Now, what if we tweak the scenarios a little?</p> <p>Do we need different etiquette when we have drinks with a General Fraternity Officer vs. Fraternity/Sorority Advisor?</p> <p>What about dinner at a fancy restaurant, grab-n-go on campus, or a volunteer's house?</p> <p>Variables that could change your dining etiquette include</p> <ul style="list-style-type: none"> • Venue (campus, bar, household) • Age of dining partners (collegiate, graduate, young advisor, older GFO/alumni) • Dining activity (dinner, brunch, coffee, drinks) • Cultural background (religion, nationality, region of country)
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25/47	Education Content or Experience (Activity)
<p>FN</p> <p>FN</p>	<p>Play: Mind your manners Dining etiquette (6:06) – https://www.youtube.com/watch?v=U2H857Y7Vk4&t=158s&ab_channel=KPMGUSCareers</p> <p><i>Ask: What were some of your takeaways from this video?</i></p> <p>[Make sure they cover these responses]</p> <ol style="list-style-type: none"> 1. Arrive early at a restaurant and on time at a house (to allow the hosts to prep). 2. Talk about something everyone knows about. That way everyone can join the conversation. 3. Be mindful of alcohol. Follow the host's lead. Remember the 2-drink limit, don't be sloppy. 4. If someone says pass the salt, that means pepper too. Always. 5. Do not eat and talk. That's gross. 6. Don't fiddle with your phone. You're there to connect with the people at the table.
<p>FN</p>	<p>As we continue to discuss etiquette further, I think it's important to look at multiple scenarios. Obviously, we just discussed grabbing lunch with a volunteer but now we're going to look at other scenarios. Be critical to note how things change as your environment and setting does.</p> <p><i>Discuss: Spend 15 minutes asking participants to give 3-5 etiquette practices in each scenario. Make sure to emphasize the small changes from one scenario to the next. For example, coffee vs. drink, dinner at restaurant vs. a conference, dinner with collegiate members vs. advisors.</i></p> <p>Scenarios to be discussed:</p> <ul style="list-style-type: none"> • Grabbing coffee with a volunteer (not a meal) <ul style="list-style-type: none"> ○ Pay for it

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FN	<ul style="list-style-type: none"> ○ Be aware of what signals you are sending (padfolio or laptop can signal we are moving to business) ● Grabbing a drink with a volunteer (instead of coffee) <ul style="list-style-type: none"> ○ Work to ensure you're not going to an "underage hub" ○ Beta Staff follows a two-drink maximum rule. <ul style="list-style-type: none"> ▪ <i>Ask returners to speak on this more in depth.</i> ○ As a policy, you cannot purchase alcohol with the Beta card. ● Grabbing dinner with a volunteer at a restaurant (instead of a drink) <ul style="list-style-type: none"> ○ This is YOUR meeting. You need to be mindful of the time and stay on the task. <ul style="list-style-type: none"> ▪ It's going to take time to park, order, eat, pay the bill, and get back to the office. ○ Be smart about what you order. <ul style="list-style-type: none"> ▪ Some things take longer to cook (if in doubt, ask the waiter "We have about 45 minutes, if I order XX will that fit our timing?"). ▪ Some things are really messy. This is NOT the time to order ribs, peel-n-eat shrimp, or a goopy sandwich. ▪ Remember that you'll be taking notes, and your volunteer may be taking notes, too. You also need to keep your hands clean to hand over documents or a folder. ● Dinner at a conference banquet/buffet (instead of a restaurant) <ul style="list-style-type: none"> ○ Wait until everyone is at the table before sitting ○ Take off your jacket before sitting down ○ Ensure to not take outrageous amounts of food on a single plate ○ Wait until everyone has been served before eating ● Dinner at the chapter house (instead of a conference banquet/buffet) <ul style="list-style-type: none"> ○ See this an opportunity to sit with other men in the chapter that you do not know already ● Any scenarios someone can think of that could be worth noting?

8/55	Discussion
FN	<i>Ask: What additional dining etiquette tips would you add?</i>
FN	<i>Ask: What additional dining etiquette practices do you think are interchangeable?</i>
FN	<i>Ask: What other situations, both in and out of Beta will you need to use dining etiquette?</i> <ul style="list-style-type: none"> ● Conferences ● Job Interviews ● Networking events ● Dates
FN	<i>Great! Let's loop back into our professional development skillset for the week. Turn to the person next to you and discuss the following:</i> <ul style="list-style-type: none"> ● How does dining etiquette coincide with the business development skillset? ● How do you see this skillset used outside of Beta? <ul style="list-style-type: none"> ○ What does that look like?

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5/60	Wrap Up/Conclusion
FN	<p><i>Ask: What is something new you learned today?</i></p> <p>Here are a couple key takeaways.</p> <ul style="list-style-type: none">• Animals have horrible etiquette, but they sure are cute.• Different people have different etiquette. It's important to be mindful of your dining partner(s).• Also, different places and different activities call for different etiquette practices.• You went through a crash course on table manners 101.<ul style="list-style-type: none">○ Stand up when guests arrive○ Eat your meal from the outside utensil in○ Pass the salt AND pepper○ (Call back to any reoccurring etiquette practices your spoke about) <p>Thanks everyone for participating! Remember to use what you learned next week with your "volunteer recruitment simulation" and impress those volunteers!</p> <p>Post work: Practice what you've learned here over the next few days at Keystone, at dinner with other staffers in a restaurant, during all staff meals in the STM Room, or during your volunteer recruitment simulation next week.</p>