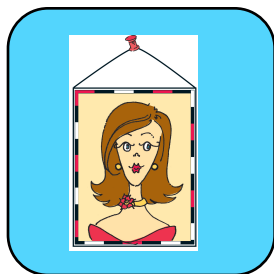


Sample  
Early Childhood

# MANNNERS ToGo™

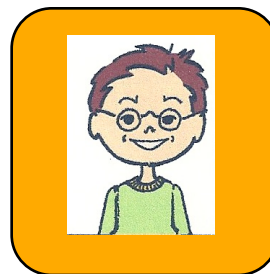
**A FUN PROGRAM TO BUILD CONFIDENCE**



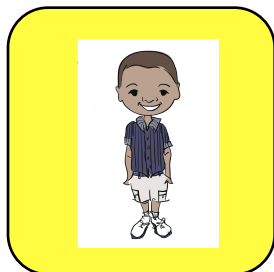
**Mrs. Richey**



**Hattie**



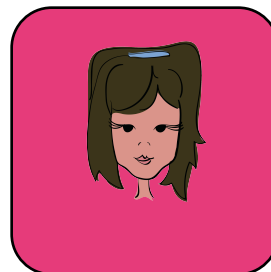
**John William**



**Trevor**



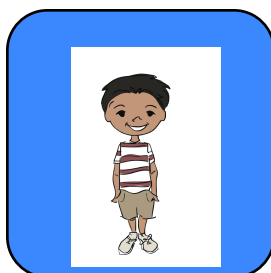
**Grannie Annie**



**Mrs. Towerhouse**



**Grace**



**Marcos**



**Harry**

# Handshakes



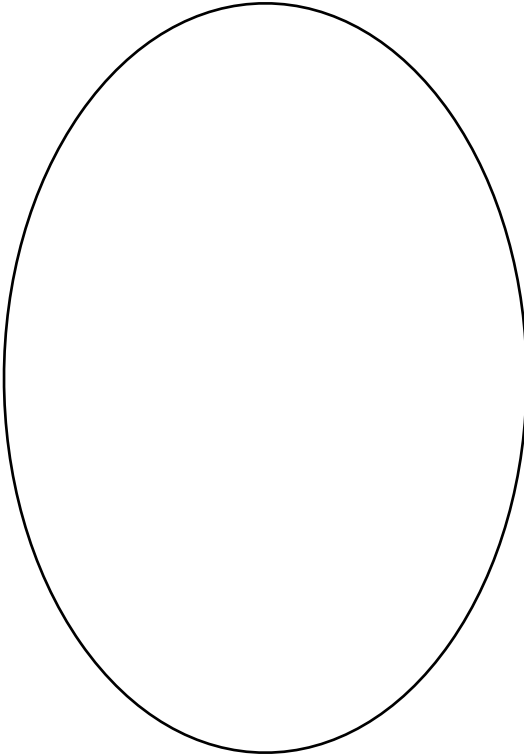
Mrs. Towerhouse says to shake hands and touch the web of the other person's hand. We do not give wimpy handshakes. A wimpy or limpy handshake feels like a fish.



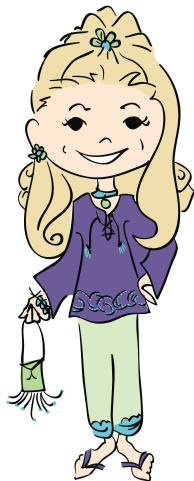
Remember: handshakes are made with your right hand, stand up, shake twice, make eye contact, and say your name.

## Hello My Name Is

Let's start by introducing yourself. Remember to say "hello", your name, and then ask the other person's name. To practice fill in the blank's below. Draw a picture of yourself and fill in the balloons.



Hello,  
my name is  
\_\_\_\_\_. What  
is your name?



My  
name is Hattie.  
It is nice to meet  
you."



## "LIKE" As a Filler Word

Let's take a stand and stop using "like" as a filler word. Using it incorrectly and too often makes you seem unsure of yourself.

Using the word "like" originated in the '70's and is known as "Valley Speak".

If you are like totally hooked and like can't stop then keep reading because it is really like time to like stop like right now.

"Like" should be used:

- I like the color red.
- This tastes like chocolate.

"Like" should not be used as a "filler" word.



## Before Your Interview



There is so much you can do before a job interview that will insure your meeting is successful.

### Prepare Your Resume

- Consider your passions, future career plans and time that you have available for a job after school.
- Review the job description. Do you have the necessary skills to apply for this position?
- Prepare a resume: Don't let the lack of experience in the job market discourage you. Think about your transferable skills.
- Consider the following when preparing your resume:
  - Be honest!
  - Make a list of your extracurricular activities and think about how they will help in the position you are applying for.
  - How have you shown leadership skills with a school project or school government.
  - Which sports have you played while in school?
  - Have you won awards or a contest (science, math, athletics etc.)?
  - List your hobbies and decide which are applicable.
  - Consider activities that will set you apart from the crowd.
  - Ask your parents, a teacher or a mentor to proof it.

**Now is the time to be creative. Use the above points to show how you are a team player, you can solve problems, you are organized, dependable and eager.**

**CONFIDENCE | CHARACTER | COURAGE**

