

LOOK GOOD

FEEL GREAT

GET THERE!



## **BUSINESS TRAVEL 101: Packing, Snacking & Interacting**

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### **1. Packing**

#### Clothing

- Nature and length of trip and dress code
- Climate changes
- Assemble day-to-day outfits  
(*accessories, color schemes*)
- Work-out-on-the-road
- Eliminate excess
- Into the suitcase

#### Grooming

- Toiletries—creating a standing travel kit
- Travel restrictions and what they mean
- What to leave at home
- Airplane grooming tips

Miscellaneous (business materials, technology)

### **2. Snacking Basics**

#### Business Lunches

- Buffet and sit down, client and group

#### Business Dinners

- Buffet and sit down, client and group

The cocktail party

### **3. Interacting**

Body language do's and don'ts

Listening 101

Surviving Small Talk

Social taboos