



THE **POPE**
INSTITUTE
FOR POLISH, POISE, AND ETIQUETTE
media kit



About The Pope Institute

The Pope Institute provides etiquette, image & personal branding, and career readiness coaching for students and young professionals. Services are tailored for each client, based on their requirements and expectations. The Pope Institute is also available for speaking engagements on topics related to professional development and etiquette. In addition to workshops, special events, and speaking engagements, The Pope Institute has a product line that includes productivity planners, apparel, and lookbooks.

About Kimberly Pope

Kimberly Pope is a Protocol and Executive Etiquette coach, certified through The Emily Post Institute and the Protocol Partners-Washington Center for Protocol. Kimberly is passionate about developing the next generation of leaders and ensuring they are set up for success. This passion, and her love for all things refined, led to the establishment of The Pope Institute for Polish, Poise, & Etiquette.

Kimberly has been featured in *Prince William Living* magazine and *CNBC Make It*. She's coordinated events within her local community as well as for the Federal Government working with NGOs, ambassadors, and distinguished VIPs. No matter the scale, Kimberly ensures it is a positive and learning experience for everyone, truly giving you THE POPE EXPERIENCE. She also has experience recruiting for federal agencies, sitting on scholarship boards, and she is an active alumna of North Carolina A&T State University where she graduated from the college of engineering.



Services

Dining Etiquette

Topics Covered:

- ◆ Place Settings
- ◆ Napkin Etiquette
- ◆ Silent Signals
- ◆ Eating Difficult Foods
- ◆ Dining Out Scenarios
- ◆ Business Socials

Career Readiness

Topics Covered:

- ◆ Interview Training
- ◆ Resume Review (online only)
- ◆ Business Etiquette (includes written & verbal communication)
- ◆ Readiness Package: Interview Training & Resume Review (includes 2 resume reviews/edits)

Image & Personal Branding

Topics Covered:

- ◆ Attire & Image Consultation
- ◆ Netiquette: Social Media & Your Digital Footprint

We are also available for Speaker Engagements

Insights



Page
Followers

626



Followers

247



Email
Subscribers

141



Polish & Poise

Polish & Poise is not just part of The Pope Institute's name – they are key concepts embedded in the company's programming, especially as it relates to having a commanding presence. Taking it a step further, it is now a collection as part of the company's product line. The Polish and Poise Collection consists of a productivity planner for students and professionals, as well as apparel.



The Planner

Known as “*The Book of Polish*” (for gentlemen) and “*The Book of Poise*” (for ladies), the planner is a 2-in-1, and comes in two versions (student and professional). It's a “book” with business etiquette lessons. And it's a planner.

The Apparel

When you commit to having polish and poise, it becomes a way of life—a lifestyle. The apparel collection will have various styles in rotation, with some items being a limited edition. What better way to show your commitment than through the clothing you wear?!



Testimonials

"I've changed this planner to my main planner, yeah! It's smaller than the huge calendar I was using. I can actually take this planner with me when we head back to work."

— T. Jones, Educator

"Today the NOVA Jack and Jill Chapter was blessed, enlightened, and empowered by the information presented by Ms. Pope."

— L. Prioleau, Parent

"Kimberly put so much information into perspective at tonight's Prince William County Minority Business Network meeting! She truly blessed everyone who attended with the information she had to share, and dazzled each of us with her brilliance."

— C. Neville, Entrepreneur

"My daughter was sharing details of what we were supposed to do the following night at dinner."

— K. Howard, Parent

"Thank you very much for your time today! The presentation was wonderful and very informative. I am sure many of them will be investing time in thinking about how they will want to reinvent their image. I know I sure am!"

— Jennifer A.

"My staff and I enjoyed very much your presentation on appropriate dress and business etiquette for the workplace. The art of the first impression is such a vital factor in the business world that we feel your expertise would be beneficial to our Start-Up workshop attendees. We will determine a few dates for a future workshop and get back to you. Thank you again for your entertaining and knowledgeable presentation."

— Linda D.



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