Professional Grooming
Outline

- What is professional grooming?
- Why is professional grooming important?
- Elements of professional grooming
Professional grooming looks at:

- how you carry yourself (grooming)
- how you dress (clothing)
- how you conduct yourself (etiquette, personal behaviour & manners)
- what and how you speak
How do we communicate?

- Text / Writing
- Body Language
- visuals
- Speaking / Vocal
Why is professional grooming important?

- Demonstrates professionalism
- Builds your confidence and self-image
- Impresses and attracts others around you
- Helps you to gain respect from others
- Gives you a slight advantage in the workplace
YOU ARE WHAT YOU WEAR

In a business people first notice
- Your clothing
- Your face
- Your hands
- Your shoes
- Your writing instrument
- Your briefcase

Corporate grooming video
Dress For Success

For Men
What are your thoughts about this pants & shirt? Would you wear them to work? Why?
Suits

Colours to Wear: black, dark blue, gray, brown or muted pin-stripes

Tailored and freshly dry cleaned
Shirts

Good quality, white button-down or white classic colour.

What other colour do you think....?

Make sure the shirt is pressed
Ties

- Silk or good quality
- Complement suit if wearing one
- Tip of tie should end near the center of belt buckle

Don’t let the tie speak for you!

YES!
NO!
Shoes

- Highly polished slip-ons
- Laced dress shoes in black or brown
- Dark socks that are high enough to hide your skin when you sit down
Facial Hair

No facial hair if possible, if you must, trim it neatly

NO!

MAYBE

YES
Jewelry

- No chains or necklaces showing
- No rings other than wedding or college ring
- No earrings or other piercing; if you have them, take them out
- Conservative watch
Dress For Success

For Women
What are your thoughts about these ladies' attire? Would you wear it to work? Why?
Why Is Dress So Crucial For Success?

First impressions are extremely important!

You want to put your best foot forward and present yourself in a positive light.
Tips You Should Know About Dressing Professionally

1. Keep your appearance neat and clean.
2. Clothing should be freshly pressed - no wrinkles!
3. Well groomed nails are important.
4. Wear **minimal** make-up and jewelry.
5. Neutral body odour is essential (wear an antiperspirant/deodorant, use perfume or other fragrance sparingly)!
6. Empty your pockets to avoid clinking or bulges
MANNERS AND ETIQUETTE

You should be able to:

- make introductions and appropriate greetings
- initiate and maintain conversations
- respect and value the differences of others
- express appreciation
MANNERS AND ETIQUETTE (continued)

-know appropriate dining rules and protocol
-extend courteous behavior to others
-know how to behave in difficult situations
Posture

What is the correct way to sit or stand?
Correct Posture

**Sitting**

- **SEATING POSITIONS**
  - Less than 70°
  - 90°
  - 125° and over

**Standing**
Personal & Professional boundaries

- Refrain from using office supplies for personal use
- Refrain from using swear words
- Avoid emotional outbursts
- Don’t groom yourself in public
- Pick up after yourself
- Respect others’ cubicle/office space

Click me to watch this video on office etiquette video
REMEMBER!!!!

You are always being observed by the unseen eye so always try to conduct yourself in a professional manner regardless of where you are and you have only one chance to make a good impression.
THE END