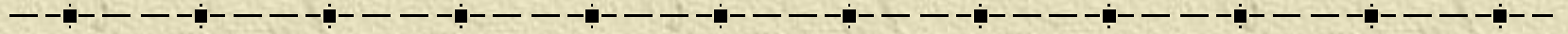


Professional Grooming

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?

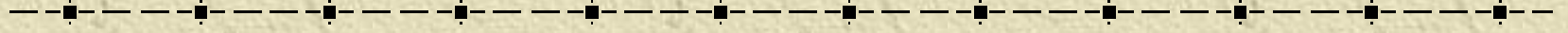
- ✦ Demonstrates professionalism
- ✦ Builds your confidence and self-image
- ✦ Impresses and attracts others around you
- ✦ Helps you to gain respect from others
- ✦ Gives you a slight advantage in the workplace

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

YES!



Don't let the tie speak for you!



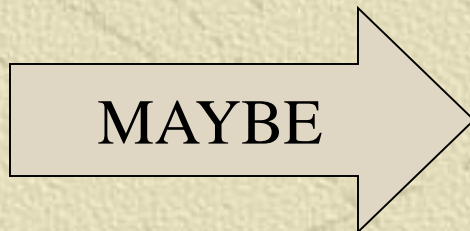
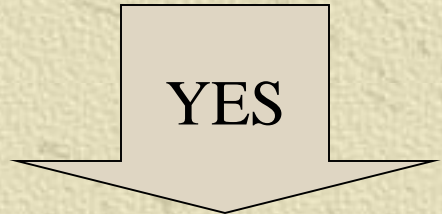
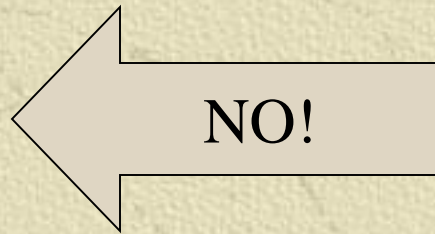
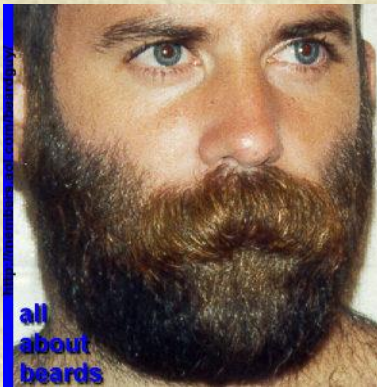
Shoes



- ✦ 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

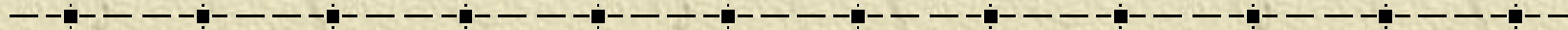
Facial Hair

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



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

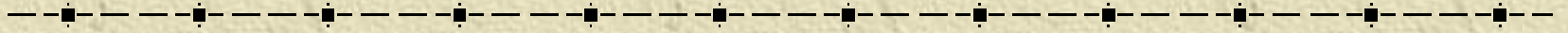
1. Keep your appearance neat and clean.
2. Clothing should be freshly pressed - no wrinkles!
3. Well groomed nails are important.
4. Wear **minimal** make-up and jewelry.
5. Neutral body odour is essential (wear an antiperspirant/deodorant, use perfume or other fragrance sparingly)!
6. Empty your pockets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

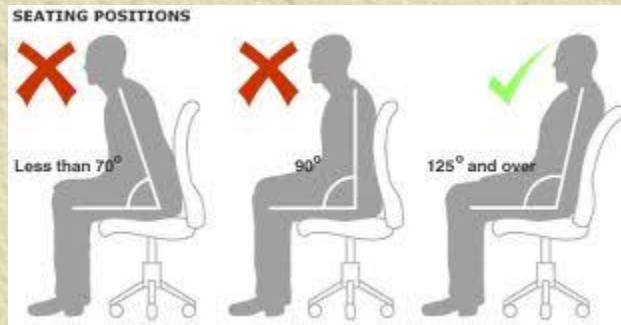
Posture



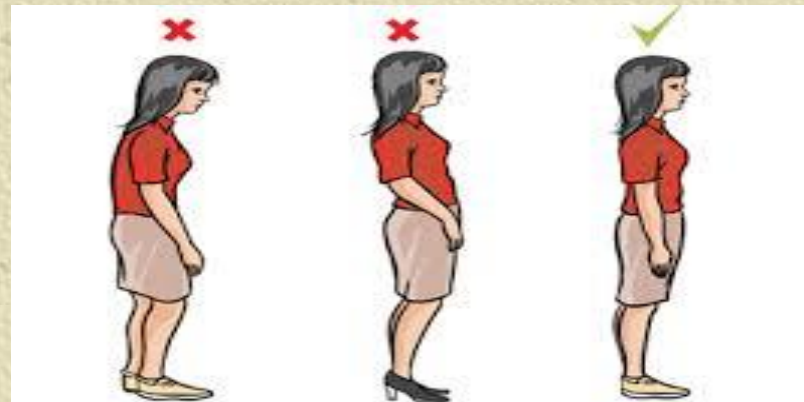
What is the correct way to sit or stand?

Correct Posture

✦ Sitting



Standing



Work Etiquette



Personal & Professional boundaries

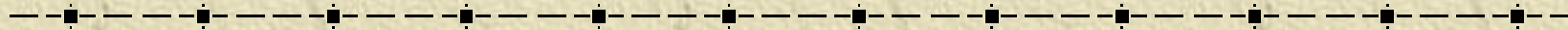
-
- ✦ Refrain from using office supplies for personal use
 - ✦ Refrain from using swear words
 - ✦ Avoid emotional outbursts
 - ✦ Don't groom yourself in public
 - ✦ Pick up after yourself
 - ✦ Respect others' cubicle/office space



[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