



PERSONAL GROOMING

FIRST IMPRESSION

❖ HOW TO CREATE THE IMPACT FOR THAT FIRST IMPRESSION

When you meet someone for the first time they will make their minds up about you based upon:

- Your Appearance
- Body Language
- Smile
- Eye Contact
- Stance And Posture
- How You Sound
- What You Have Got To Say

PERSONAL GROOMING

Introduction to Personal Grooming

Personal grooming has become an essential in our daily life. A well-groomed individual stands out amongst the crowd. Acquire the basic skills to care for your skin and learn makeup tips to enhance your personal appearance. Make a positive impact in your social engagements through proper personal grooming skills.

THEORY ON SKIN CARE

Introduction to skin care

1. Skin Anatomy
 - Skin Layers
 - The way the skin works
 - Caring for your skin
2. Theory on different type of skin types
 - Dry skin
 - Balanced skin
 - Oily skin
3. Preventive skin care solutions
 - The sun & the skin
4. How to tackle acne/pimple problems
5. Basic skincare product to be used during day, night and weekly basis
6. Secret to beautiful and healthy looking skin



PERSONAL GROOMING

7. Facial Exercises

- Horizontal forehead lines
- Vertical forehead lines
- Mouth wrinkles
- Droopy chin
- Neck 1
- Neck 2

THE MAGIC OF MAKE-UP

1. Eating for Beautiful skin
2. The fabulous foundation
3. Shade selection
4. Tinted moisturizers
5. Liquid foundations
6. Cream foundations
7. Mousse foundations
8. Compact foundations
9. Stick foundations
10. Choosing the correct foundation
11. Different types of foundation
12. Theory on Concealer
13. Theory on Powder
14. Theory on Highlighter and Shader
15. Corrective Technique of Face and Nose
16. Theory on Blusher
17. Perfect Eyebrow Drawing
18. Different Types of Eye shadow
19. Different Types of Eyeliner
20. Mascara & False Lashers

Deportment Basics

- Proper Body Profile
- Develop an upright positive posture

Deportment (the way you carry yourself) is one of the most important areas of leaving a good impression. It tells a lot about the kind of person you are, the types of habits you have and it shows if you are interested in what you are doing.

- **Achieving The Womanly Posture**
- **Achieving The Manly Posture**
- **Posture Check-List**
 - a) Keep Your Head High
 - b) Make Sure Your Head Is Squarely On Your Shoulders
 - c) Keep Your Head As Far As Possible From Your Shoulders
 - d) Stretch Your Neck Till You Feel
 - e) A Pull Behind Your Ears
 - f) Hold Your Chest Up In A Relaxed Manner



PERSONAL GROOMING

- g) Make Sure Your Tummy Is Up
- h) Relax Your Knees And Flex Straight Ahead
- i) Relax Your Feet Straight Ahead
- j) Always Maintain A Stream –Lined Look
- k) Never Show The Bulk Of Your Figure
- l) Be Natural And Be Yourself

Achieving the Manly Posture

7 things every young man needs to know about the power of his posture

- a) Your posture can help you get the job you want
- b) Your posture can increase your masculine appeal
- c) Your posture can help you pass the test and made the great
- d) Your posture can help you get the votes and win
- e) Your posture can keep you from getting depressed
- f) Your posture can increase your energy and vigor
- g) Your posture can make you more effective

Dress Sense

DRESS SENSE & WARDROBE MANAGEMENT

- Appropriate Dress Code
- How To Dress For Success
- Fashion Sense For Ladies
- Evaluate Your Lifestyle
- Start With Basic Clothes and Keep It Simple
- Survival Wardrobe
- How To Wear Your Uniform With Grace, Dignity & Success

POWER DRESSING (FOR MEN)

- Different types of suits
- Navy blue suits
- Stripe suits
- Windowpane suits
- Brown Suits, etc
- Essential Men's shirts
- Colored Shirts
- Patterned Shirts
- Classic Tie Design
- Co-ordination Tips
- Jackets/ Belts/ Accessories
- Fragrances





PERSONAL GROOMING



POWER DRESSING FOR WOMEN

- Basic Survivals
- Tops (T-shirts, Blouse)
- Bottoms (Skirts, Pants,)
- Dress (Cuts/Styles)
- Accessories – Shawls, Scarves, Belts, Stockings, Hand, Neck Hair Accessories
- Fragrance

AT BUSINESS MEETINGS

WHY DO WE NEED TO DRESS UP?

- It reflects the reason why one is at work
- The main reason is to work and not there for a fashion show
- It is important unless one is working in a fashion industry

Dress well:

- It reflects one's interest and professionalism

Do not dress well:

- It is regarded as having poor judgment on the job. Thus affecting one's assignments and promotions

PERSONAL GROOMING

EASY STEPS TO CONSIDER

Reflect Your
Goals

Start with a suit
or a jacket dress

Cover your
legs

Cover up

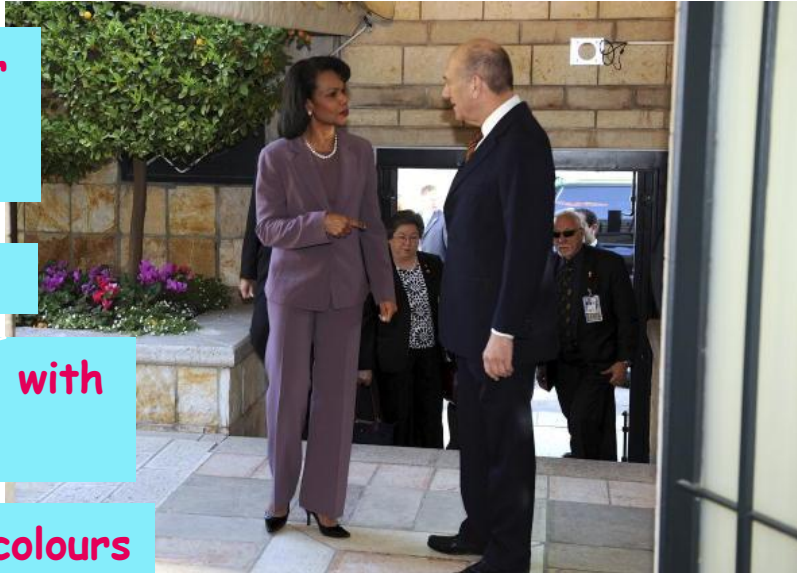
Accessorised with
jewellery

Choose your colours

Select
appropriate
undergarments

Know your
options

Carry a bag



AT JOB INTERVIEWS



Wearing the proper business attire to an interview is important for making a good first impression on the hiring manager.

INSTRUCTIONS

1. Always dress conservatively
2. Never dress casually on an interview even when the job is in the science field and has an in-lab practical part
3. Although many people believe in the right to express individuality, the conservative business climate always calls for professionalism (E.g. cover tattoos)



PERSONAL GROOMING

INFORMAL MEETINGS

- Favourite Jeans and T-shirt
- Add suitable earrings
- Scarf around the neck
- Heels for the feet

FORMAL EVENTS

- Floor length gowns is not necessary
- Lengths of gowns above the knees are acceptable
- Wear colours that suit your skin tone
- Accessorise yourself with suitable jewelry
- Do not overdo it

OFFICE PARTIES

- Do not overdo the outfit.
- Try to button up instead of down with colleagues present.
- Dress up a little such as wearing a flattering wrap dress, worn with boots a little bit extra makeup, and enjoy the party.
- HAVE FUN

*** TIPS ***

- 1. Don't be too simple or too flashy.**
- 2. No matter what the occasion, always dress so you feel comfortable. No one can have fun in a too short dress, or too tight one.**
- 3. Dress for comfort first and the occasion next.**
- 4. A plain dress can always be dressed up with accessories, but a too gaudy dress can never be dressed down.**



PERSONAL GROOMING

STEPS TAKEN:

1. Make sure you have chosen your outfit, shoes and accessories that you'll wear.
2. Check for stains and remove them.
3. Iron your party clothes.
4. Have a shower, it's good to do this because it makes you look fresher and you feel fresh too.
5. Dress in something comfortable until ready to dress in party clothing.
6. Dry your hair and style it how you want to.
7. Put your party clothes on, alongside shoes and accessories.
8. Apply make-up and do one last check for hair, clothing and shoes.
9. Make sure everything looks tip-top.

Body Language

❖ BODY LANGUAGE

- Non-verbal communication
- Hand shakes gestures
- Arm Barriers
- Hand-to-face gestures
- Other popular gestures and actions
- Postures 'Dos' and 'Don'ts'
- Gestures 'Dos' and 'Don'ts'
- Eye Contact



PERSONAL GROOMING

Social Etiquette

SOCIAL ETIQUETTE IN PUBLIC PLACES:

- Waiting their turn and not interrupting other people when they are speaking.
- No name calling.
- Say, "Please" and "Thank you" often.
- Good sportsmanship.
- Take compliments courteously.
- Opening doors for others.
- Exiting/Entering etiquette.
- Respect differences.
- No finger pointing at people, etc

THE STRATEGIES FOR MEETING AND GREETING PEOPLE

- Stand up when you meet someone
- Smile
- Make a eye contact
- Introduce yourself immediately
- Include a statement about who you are when necessary
- Offer a firm handshake
- Pay attention to names when you meet people

SPORTS ETIQUETTE

- Getting Fit and Staying fit with the sports attitude

ATTITUDE AND MANNERS

- Introduction and greetings
- Proper address & salutation