

CORPORATE GROOMING AND BUSINESS ETIQUETTE

**YOUR IMAGE IS YOUR MESSAGE TO THE WORLD ON
HOW MUCH YOU VALUE YOURSELF AND OTHERS.**

WHAT IS YOUR **IMAGE SAYING** **TO OTHERS ABOUT YOU?**

We live in a highly visual world where appearances matter and powerful first impressions are made within 7 seconds of meeting someone. Most people will judge you within the first few seconds of meeting or seeing you and the perception formed in their mind will decide how they will **TREAT YOU**:

- Someone important they look forward to meet
- Someone they should avoid totally
- Someone they are not interested to get to know

ARE YOU SEEN CONFIDENT & TRUSTWORTHY?



MODULE

SARAH SAAID

+60 19 - 349 9398

SARAH@DANIEYAENERGY.COM

DANIEL THEMUDU

+60 19 - 263 1032

DANIEL@DANIEYAENERGY.COM

01 STYLE SHINE STANDOUT (3S)

- Introduction to grooming
- Impact of good / bad grooming
- Impact on perception of others on you
- Projecting powerful first impression
- 7 seconds rule
- Image destroyers

02 HYGIENE & SKIN CARE

- Why Skin is important
- Impact of poor skin care
- Types of skin
- Skin care techniques
- Types of skin care products
- Nails Care
- Hair care
- Personal hygiene
- Body and breath odour

03 MAKE UP

- Why make up is important
- Impact of poor / good make up
- Types of Make Up
- Selections according to skin tone
- Application of products

04 DRESSING STYLE

- Types of Body type
- Different between structure and BMI
- How are they formed
- Will it remain or change
- Know your body type
- Common mistakes in dressing
- Why it is important to dress to your body
- Dressing according to body

05 PERSONALITY TRAITS

- What are personality traits
- How are they formed
- How it impacts your dressing
- What is your personality traits
- Will the traits remain or change
- Common mistakes in dressing to traits
- Dress to your personality traits

06 BUSINESS ETIQUETTE

- Why etiquette matters
- Greetings and Introductions
- Cross Cultural Greetings & Introductions
- Business code & conducts
- Non-verbal communications & ethics
- Social media ethics

07 FINISHING TOUCH

- Tie
- Scarf/Hijab
- Accessories
(Watches / Rings / Earrings / Necklaces / shoes / others)
- Styling (Hair)
- Styling (Fashion)

