

# PERSONAL GROOMING & IMAGE PREPARATION



## Abstract:

Poor grooming skills result in a lack of effect creation, distinctiveness, and confidence to portray oneself in a social and professional arena. One's look, dress code, body language, and the apparel they choose for every social-meeting/social gathering, as well as for a professional setting such as work/business meetings, and for their everyday life at work, can all be used to characterize them.

## ■ Course Objective

This course highlights how training for employee grooming is essential. Proper grooming and a professional appearance are essential for gaining respect in the workplace. The way one dresses and carries themselves makes an impact on the people with whom they work. Both men and women must take care of and look after themselves. A clean, collected, and happy attitude is required in the hospitality industry. Always have a pleasant smile on your face. Personal hygiene and grooming are engaging your customers/visitors, learning what they want, and better involving them to make them happy and comfortable. When interacting with both professional individuals, it is critical to adhere to the hospitality industry's code of conduct in order to ensure a memorable experience for both customers and the reputable business. This course will put more emphasis on how important it is to be well groomed in the hospitality industry and how training will help the employees to groom themselves.

## ■ Course Outline

### Module 1: Personality Development

- Personal Hygiene
- Introduction to Self-Care
- Mental Health
- Department Basic

### Module 2: Communication & Mindset

- Networking with Confidence
- The Art of Small Talk
- Social Etiquette
- Business Etiquette

### Module 3: Image and Style

- Social Introduction
- Dress sense
- Wardrobe Planning
- Professional Image Do and Don't

## ■ Course Structure

The certificate course in Personal Grooming & Image Preparation takes approximately 16 hours OR is offered 2 days. The course is by Ms. Clara Nouth, Executive Director of Apsara Media Service. Participants will receive a Certificate of Participation upon successful completion of the course.