

# *Steph Into "G"* Grooming, Glamorous, Gorgeous, Glorious, Social Grace

*Learn the important fundamentals of Etiquette and Great Social Skill*

## **Professional Grooming Looking Your Best (Personal Grooming)**

### **Purpose of the Programme**

Projecting a positive professional image as a representative of your company is vital to your company and your personal success. Before selling a product or your company you have to sell yourself first. It is the first impression you give.

The course focuses on non-verbal communication and behavioral skills. There will be hands on and discussions. The course will provide the knowledge and skills required to project a professional image and confidence in you.

### **Course Objectives**

- Able to use the right make up technique to enhance your features
- Able to know which hairstyle is right for your face shape
- Understand the importance of Personal Hygiene, as it's the first step to good grooming
- Know individual body shapes for the purpose of selecting clothes and accessories that are complementary as well as professional
- Understand your skin type and right skin care to slow down aging process

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## **Course Outline**

### **Appearance**

Your appearance is about who you are. Whether you are a secretary or teacher, a managing director of a business, or an advertising executive, there is a specific image that you would like to project. It's superficial, but it's reality—people judge you on your looks. You could be rich, dressed like a star, but if you're "carefree" you will be perceived accordingly. Every day is your important day.

- How to enhance your attractive features
- 10 steps Make-up
- Hair, Dental Care
- Clean Body
- Shaving / Waxing
- Lip Balm / Lip gloss
- Dress Elegantly
- Make use of Cologne / Perfume
- Shine your Shoes

### **Body Shape**

No matter what image you choose to present, if you're not dressing for your body shape, you are missing your mark. Once you determine your body shape, you can easily answer the wardrobe questions that have plagued you for a long time. You will find out why you wear some clothes more than others. And why some things just don't look right any more.

- Know your physical features
- Understand own neckline & right necklace
- Understand own color (Warm or Cool)
- Choose the right clothing style
- Well Proportion

### **Hair Style**

The first step to getting a hairstyle is finding out which style is right for your face shape. Hairstyle have always been a prominent factor when it comes to fashion and beauty and has long been the cornerstone for which a man or woman determines the rest of their look. It represents individuality and can say much about the personality of a person.

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- What face shape are you
- What kind of hair style suit you
- Glasses & Sunglasses

### **Personal Hygiene**

Personal Hygiene is the first step to good grooming; it enhances an individual's physical and emotional wellbeing. There are certain lifestyle changes to make if you have a constant problem with body odour. Occasional problems can be treated if you know the cause.

- Breath
- Perspiration – Body Odour
- Fragrance

### **Skin care**

The skin is the largest organ in the body which covers the entire body. It covers and protects everything inside your body. The skin has 3 layers and 6 functions. It performs a number of exchange functions, absorbing what's useful to us and excreting what is damaging. However, unlike our organs it is permanently on display. We need to know and care about how our skin looks.

- Identify skin type
- Under the skin layers and its functions
- Intrinsic & Extrinsic aging

At the program's conclusion, participants will have an understanding of their overall appearance and most importantly, how they present themselves with style and grace.

Duration: 8 hrs

Participant: Min 10 / Max 15

Door Gift : 1 per participant

### **List of instructional strategies**

Video show / Power point slides

Discussion

Demonstrations / Theory