

Mastering Personal Grooming and Etiquette for Professional Success

Do you want to enhance your professional image and make a lasting positive impression in the workplace?

Are you looking to boost your confidence and interpersonal skills through effective personal grooming and business etiquette?

Do you aspire to advance in your career by mastering the art of professional presentation and behaviour?

Introduction

In today's professional environment, the way you present yourself can significantly impact your career success. Personal grooming and professional etiquette are essential skills that enhance your professional image, build confidence, and foster positive interactions in the workplace. "Elevate Your Presence: Mastering Personal Grooming and Etiquette for Professional Success" is a comprehensive program designed to equip participants with the knowledge and skills necessary to project a polished and professional image.

This program delves into the fundamental aspects of personal grooming, from skincare and hygiene to appropriate attire and styling. Additionally, it covers essential business etiquette, including effective communication, professional behaviour, and dining etiquette. By mastering these skills, participants will be better prepared to make lasting positive impressions and navigate various professional settings with confidence.

Program Objectives

This program aims to:

- Provide a comprehensive understanding of personal grooming and its importance in professional settings.
- Equip participants with practical skills to maintain a polished appearance through effective grooming routines.
- Teach the principles of professional attire and styling for different business occasions.
- Introduce the fundamentals of business etiquette, including communication, behaviour, and dining manners.
- Enhance participants' confidence in presenting themselves professionally in various workplace scenarios.
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Learning Outcomes

After completing this program, participants should be able to:

- Demonstrate an understanding of the essential components of personal grooming.
- Maintain a professional appearance through proper hygiene, skincare, and grooming routines.

- Choose appropriate attire for various business settings and understand the importance of fit and style.
- Apply key principles of business etiquette in professional interactions, including effective communication and proper dining manners.
- Develop a personalised grooming and etiquette plan tailored to their professional needs and lifestyle.

Who Should Attend?

This program is ideal for:

Employees at all levels seeking to enhance their professional image and interpersonal skills.

Individuals preparing for career advancement or new job opportunities.

Managers and team leaders who want to set a positive example for their teams.

Professionals who frequently interact with clients, partners, or senior executives.

Anyone looking to build confidence and improve their professional presence in the workplace.

By the end of this program, participants will have the skills and knowledge to present themselves with confidence and professionalism, contributing to their personal and organisational success.

Methodology

Slides presentation, case studies, presentation, forum discussion, role-play, presentations, gamification

Program Outline

Time	Day One
9.00am– 10.30am	Introduction to Personal Grooming and Etiquette Participants will be introduced to the importance of personal grooming and professional etiquette in workplace settings. This module will cover the impact of appearance and manners on first impressions and overall professional image.
10.30am-11.00am	Morning Break
11.00am-1.00pm	Understanding Professional Attire This module focuses on the principles of professional attire, including dress codes, choosing appropriate clothing for various business occasions, and the importance of fit and style. Participants will engage in practical activities to assess and improve their current wardrobe.
1.00pm-2.00pm	Lunch
2.00pm-3.30pm	Personal Hygiene and Skincare

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	Participants will learn about the essentials of personal hygiene and skincare routines that contribute to a polished appearance. Topics include daily grooming habits, skincare tips, and product recommendations.
3.30pm-4.00pm	Tea Break
4.00pm-5.00pm	General Grooming and Styling This module covers grooming and styling techniques for both men and women, including hair care, appropriate makeup for professional settings, and overall styling tips. Participants will receive guidance on maintaining hair health, achieving a professional look, and using grooming products effectively.
Time	Day Two
9.00am– 10.30am	Effective Grooming for a Professional Look Participants will explore techniques to enhance their grooming routine for a polished professional appearance. This session includes tips on managing facial hair, selecting suitable hairstyles, and using grooming tools effectively.
10.30am-11.00am	Morning Break
11.00am-1.00pm	Business Etiquette Fundamentals This module covers the key elements of business etiquette, including proper greetings and introductions, handshakes, and business card exchanges. Participants will also learn the importance of punctuality, professional communication, and appropriate workplace behaviour.
1.00pm-2.00pm	Lunch
2.00pm-3.30pm	Dining Etiquette Participants will receive instruction on proper dining etiquette for business meals, including table manners, navigating place settings, and appropriate conversation topics. This session will help participants feel confident in formal dining situations.
3.30pm-4.00pm	Tea Break
4.00pm-5.00pm	Creating a Personal Grooming and Etiquette Plan In this final module, participants will develop a personalised grooming and etiquette plan tailored to their professional needs and lifestyle. This session includes peer reviews and feedback, ensuring that participants leave with actionable steps to elevate their personal grooming and professional etiquette.