

PROFESSIONAL IMAGE & BUSINESS ETIQUETTE



**HRDF
Claimable**

OBJECTIVE

An individual's ability to project a confident positive image and communicate effectively in an organization will result in higher productivity and performance, better interpersonal relationships with co-workers, and increased job satisfaction, not to mention, leaving a positive and powerful lasting impression on clients and customers. This workshop introduces participants to the key elements and techniques associated with projecting a professional image and effective communication in the workplace.

THE OUTLINE

- Dress appropriately by adhering to professional dress codes
- Identify the right cut & style to suit their stature for a pleasing effect
- Select tasteful colour combination for harmony and professionalism.
- Apply the right clothing language to show that they mean business
- Build a consistent professional image with organization vision and mission.

METHODOLOGY

Our approach strives to be highly interactive, with 90% activity based experiential learning so that participants grasp new concepts in a fun way.

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