

Professional Grooming

Grooming and Its Importance

Agenda

- ➔ **Introduction to Professional Grooming & Attire**
- ➔ **Importance of First Impressions**
- ➔ **Key Elements of Professional Grooming**
- ➔ **Dress Code in the Workplace**
- ➔ **Building a Professional Wardrobe**
- ➔ **Dos and Don'ts of Professional Attire**

Introduction

➔ What is professional grooming?

- Grooming is not just about looking good; it's about presenting yourself in the best possible way. When you look and feel good, you are more likely to be proud of yourself and your accomplishments.



Dress Code in the Workplace

“When you dress well, you convey confidence, attention to detail, and a sense of professionalism.”

Business
professional

Business formal

Business Casual

Smart Casual

Casual

Business professional

- ➔ **Traditional form of attire**
 - Used in conservative settings, companies with strict dress codes
 - Seen in Finance, government or law.
 - Clothes are well-fitted and tailored to fit.
 - Top – Button-down shirts with blazers , dark-colored suits and ties.
 - Bottom – Slacks, skirts.
 - Footwear – Heels, loafers or flats
 - Accessories – Minimal jewelry and belts



Business formal

- Reserved for formal settings
- Award ceremonies, special dinners, important events
- Reserved to maintain professionalism
- Top - Dark suit, light button-down shirt, suit dress and tie
- Bottom - Dark suit pants, skirt suit
- Footwear - oxfords, loafers, formal flats and heels
- Accessories - Jewelry, belts, tie clip and small cuff links



Business Casual

- Common form of office wear
- Appropriate for many interviews, client meetings and office settings
- Appropriate way to dress if you're unsure about the setting
- It is not very casual and also not very formal
- Top - collared shirts, Button-shirts, sport coats, blazers and sweaters
- Bottom - Khakis, trousers, pencil skirts
- Footwear - Flats, lifestyle sneakers (leather or canvas), loafers, mules, boots, heels
- Accessories - Jackets, ties, simple jewelry and belts



Smart Casual

- Form of casual business attire with a stylish twist.
- Includes more trendy pieces of clothing
- Appropriate for more flexible office
- Informal dressing while still maintaining a clean, professional look.
- Communicates that you care about your appearance.
- Top – Button-down shirts, collared shirts, collared shirts, dresses, sweaters
- Bottom – Trousers, khakis, skirts
- Footwear – Heels, flats, dress shoes, clean sneakers
- Accessories – jewelry, scarves and belt



Casual

- Informal clothing
- Worn at informal office
- Top - T-Shirts, button-down shirts, sweaters
- Bottom - Jeans, khakis, linen pants, cropped pants or shorts
- Footwear - Sneaker, loafers, low heels or sandals
- Avoid wearing for clients and in interviews



Deciding to Dress for certain situations

➡ Office

- Pay attention to the way people dress
- Notice dressing of people in leadership positions. Choose to dress similarly to the people who hold the position you would like to reach

➡ Going to an interview

- Check company's "About us" page and social media profiles
- Understand the culture of the office
- Ask recruiter what they would recommend

➡ Business meetings

- Ask colleagues who know or have met the same person
- Ask about how their office operates
- How you can appear respectful and professional

➡ Any Settings

- Avoid overly large and busy accessories
- Avoid any clothing with profanity or possible offensive imagery or phrases.

Build Your Best First Impression - Activity

- ➔ Write down top three things you would do to make a great first impression in an interview
- ➔ Can include anything from how you dress to how you greet the interviewer, how you behave during the interview/meetings
- ➔ Share your answers, open for discussion

Importance Professionalism & Attire

- ➔ Provides a basic set of guidelines to make business life go smoothly
- ➔ Creates and maintains professional and company image
- ➔ Employee morale – encourages fair treatment of employees
- ➔ Fosters a sense of belonging among team members
- ➔ Boosts confidence of employees
- ➔ Contributes to productivity

Common Mistakes When Choosing Attire

- ➔ Ill-fitting clothing - Know your measurements
- ➔ Stained or damaged clothing - regular wash, repair, replace
- ➔ Worn-out footwear - regular cleaning, polishing
- ➔ Improper grooming - Hair and nails can be regularly cut, cleaned and styled
- ➔ Avoid ripped jeans, shorts, transparent tops and tight clothes

Role of Appearance in Career Development

- ➔ **First impressions and Career Growth**
 - Influences perceptions of your capabilities and professionalism
- ➔ **Build a Professional Image**
 - Consistency in dressing well can enhance credibility and open doors to new opportunities

Dressing for Interviews

- ➔ **First Impressions Count:**
 - The importance of looking polished and professional.
- ➔ **Choosing the Right Outfit:**
 - For Males: Suit, shirt, pants, tie, shoes, neutral colors
 - For Females: Suit, Shirt, pants, dress, shoes, modest accessories
- ➔ **Final Touches:**
 - Grooming
 - Minimal jewelry
 - Avoiding strong fragrances

Dressing for Your Industry

➡ Tailoring Your Attire

- Creative fields Vs. Corporate environments
- Research the company's culture and dress accordingly
- When in doubt, overdress slightly rather than underdress
- Adapting to the company's dress norms once hired

Workplace Norms and Professional Behavior

➡ Understanding workplace culture:

- Every workplace has its own set of norms, both written and unwritten.

➡ Key Behaviors:

- Respect
- Punctuality
- Team work

Introduction & Greetings

- When you are first introduced, stand up to meet the person if possible
- If you are introducing other people, introduce the lower ranked person to the higher ranked person
- If you have forgotten someone's name, politely ask for a reminder

Email & Phone Etiquette

➡ Email:

- Professional email structure

- Subject line
- Salutation
- Clear content
- Closing

➡ Phone:

- Answering with greeting
- Speaking Clearly
- Being Polite

Meetings & Collaboration

➡ Meeting Etiquette:

- Being Prepared
- Contributing constructively
- Respecting other's time.
- Taking notes Following up on action items.
- Keep cell phones away / silent mode

➡ Collaboration:

- Working well in teams
- Sharing credit
- Being open to feedback.

Social Media & Workplace

➡ Impact of Social Media:

- Online presence can affect your professional image / reputation.

➡ Best Practices:

- Keep personal and professional profiles separate
- Being mindful of what you post
- Use social media to network and build your career

Q&A Session





THANK YOU