 UNIQUEIMAGE

Differentiating You

**One Day Workshop on**

**Personal Grooming**

**&**

**Table Etiquettes**

**Collaboration with Ceylon Chamber Of Commerce – Colombo**

**Will be conducted**

On

**Date: 2015.11.12**

at

**Time: 1.00 p.m. – 3.30 p.m.**

at

**Venue: University Auditorium (Art)**

**Registration Available @ CGU**

**From 2nd to 10th November**



**Hosted by Career Guidance Unit – University of Ruhuna**

**CONTENT OF THE WORKSHOP**

|  |  |  |
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| **Topic** | **Content** | **Time** |
| **Understanding what is personality** |  | **1:00-1:15pm** |
| **Personal Grooming** | **        Pay attention to your health and physical energy**  **        Maintain a high standard of personal hygiene**  **        Be fresh at all times and avoiding body odour**  **        Look after your personal outlook by maintaining your hair, skin and nails** | **1:15pm- 1:45pm** |
| **Dress code** | **        Understand what your attire tells about your personality**  **        Identify the wardrobe categories office attire – Ladies and Gents**  **        Essential accessories that create a total look  (jewellery, belts, glasses, shoes, handbags)**  **        Common wardrobe mistakes** |
| **Etiquette** |         **The difference between social and business etiquette**  **        Fifteen second self introduction**  **        How to remember names**  **        Learn the correct handshake**  **        business card etiquette**  **        Importance of the correct introductions**  **        Telephone etiquette**  **        E- mail etiquette**  **        use of facilities in an appropriate manner** | **1:45pm- 2:45pm** |
| **Table manners** | **        Understanding the use of cutlery and crockery**  **        Napkins**  **        Bread and butter**  **        Soup**  **        Dessert**  **        Other basics** | **2:45pm -3:15pm** |