

# PERSONAL GROOMING AND ETIQUETTE TRAINING

**30 JUN & 15 JULY  
2022**

**• 9AM-5PM •  
LE QUADRI HOTEL**

A polished appearance and sophisticated demeanour create a great impression, while a positive image builds confidence and the attractive public persona necessary for work and social success.

One of the hallmarks of a company's image comes from the quality of the behaviour and relationships between members within an organization. When you represent your organization, customers perceive the organization through the way you interact, look, and talk and behave.

Good image and Grooming is about conducting oneself in a professional manner in every aspect related to work, in terms of both approach and mindset.

## **PROGRAMME OBJECTIVES**

In this course, participants learn about a wide range of topics including:

- Project a confident personality and professional appearance
- Develop self-professionalism at work and in various business situations
- Display good business manners in performing job functions
- Enhance professional appearance and create a lasting impression.
- Secure a dream job with positive approach with image.

To register, please submit the training requisition form (TRF) to [chengpw@ucsigroup.com.my](mailto:chengpw@ucsigroup.com.my) or you may contact Natalie at Ext 2421

# **PROGRAMME OUTLINE**

- Increase Self-confidence, motivation and positive morale.
- Improve relationship through professionalism.
- Adopt hands-on learning and skills mastering.
- Learn about creating a professional presence through dressing.
- Possess effective wardrobe management and solutions
- Understand their body shape and Do's and Don'ts for professional outfit
- Understand basic hairstyling at work
- Master the skills and techniques on Make-up application

## **PROGRAMME METHODOLOGY**

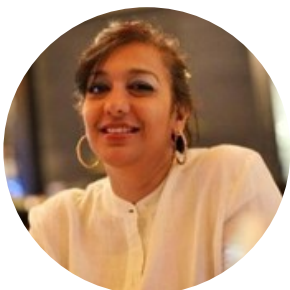
This highly interactive program combines stimulating lectures, role play, group discussion, and problem solving exercises, simulations, demonstrations and practical sessions, which will equip participants with the much needed style & grooming skills required in the societal and professional arena. Participants will be taught proper grooming etiquette and appropriate dressing, accessories and color coordination for various occasions as well as basic skin & hair care skills.

## **TARGET AUDIENCE**

- Executives
- Operational Employees
- Front liners

## **RUTH ABISHEGAM CLARK**

### **A BIT ABOUT ME**



Ruth Abishegam Clark is a management consultant & trainer with over 30 years of experience in hospitality and corporate events. She is a keen player in Human Resources and Skills training, and describes herself as a people centric person. In her years of working in HR, she has been trained to observe behavioural models with deep knowledge and understanding of employee behaviours in the workplace. She is driven by her passion to motivate and improve people performance and in an excellent and communicative coach and leader who combines both classroom examples with management case studies to bring her participants to greater levels of performance. Her express training methods are plain speaking and able to encourage employees to attain their own goals for the greater success of the organization. Her training is based on enabling Malaysians in the workforce to achieve a global mindset. Ruth's training includes performance management and employee engagement, motivational behaviours, disciplinary processes and employment standards. Ruth Abishegam is a very lively and through provoking presence in any classroom

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