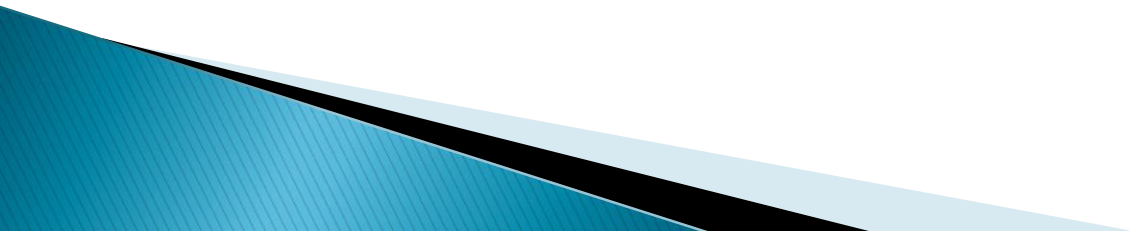


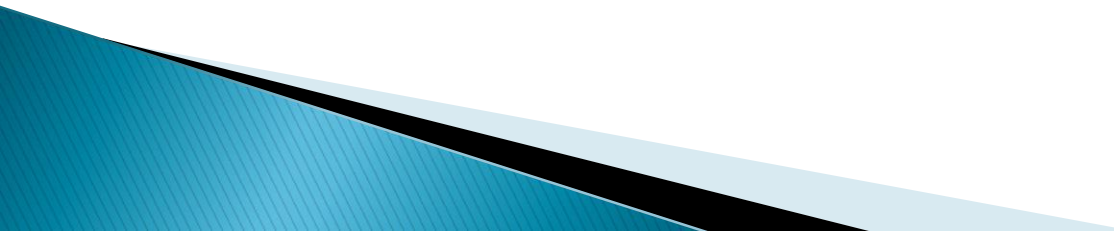
# **WELCOME TO GROOMING COURSE**

# PERSONNEL GROOMING



# What is Grooming

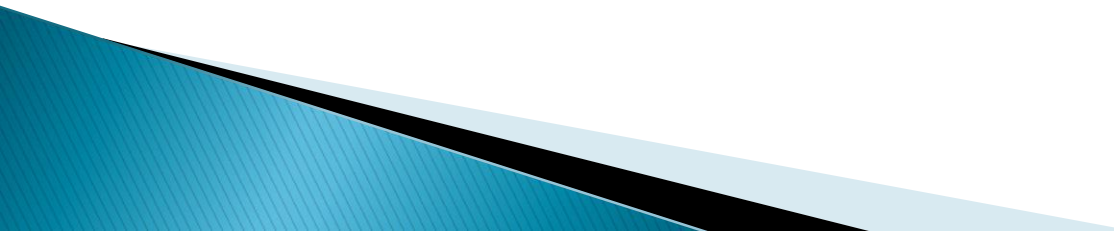
Personal grooming is important for a positive self-image and every effort should be made to encourage and assist the staff to maintain a pleasing and attractive appearance.



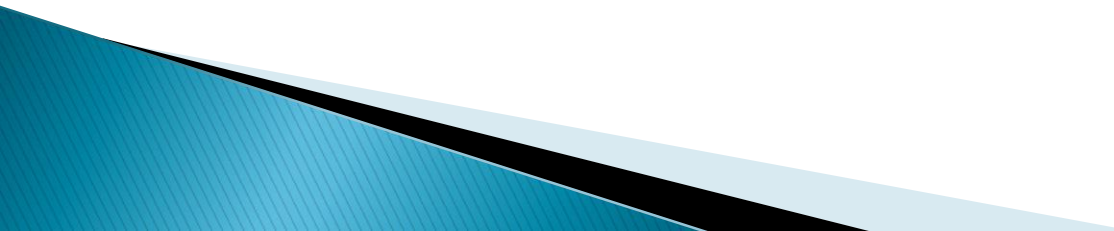
Some of the perceptions people can get solely from your appearance are:

- **Your professionalism**
  - **Your level of sophistication**
  - **Your intelligence**
  - **Your credibility**
- 

# Personal Grooming habits

- Grooming involves all the aspects of your body
  - Overall cleanliness
  - Hair
  - Nails
  - Teeth
  - Uniform
  - Make-up
- 

# Personal Grooming Habits – HAIR

- It is your crowning glory.
  - Keep it at a length and style at which you can maintain it.
  - Wash your hair always
- 

# Hair styles – Mal

- Not fall over the ears, eyebrows or even touch the back of the collar
- Will always present a neat appearance.
- Facial hair should be neatly trimmed (Moustache, Slide burns), beards are not recommended



# Hair styles – Female

- Tie your hair in a neat hairstyle with hair pulled back from face.
- If your hair is long then it should be tied into a bun.
- Should be well groomed with a neat appearance at all times.
- Hair holding items should be of natural colors.





# Nails

- Clip nails short, along their shape
- A healthy body ensures healthy nails.
- Discolored nails show up disease conditions.

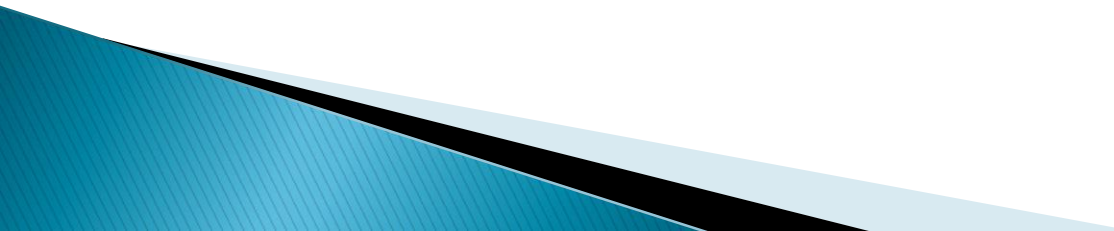


# Teeth

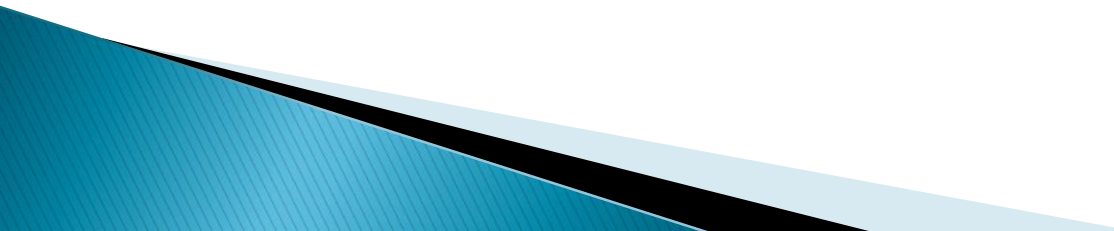
- Brush teeth twice a day.
- Remember to rinse your mouth after every meal
- For those who smoke it is important you rinse your mouth after every smoke and use a mouth freshener.



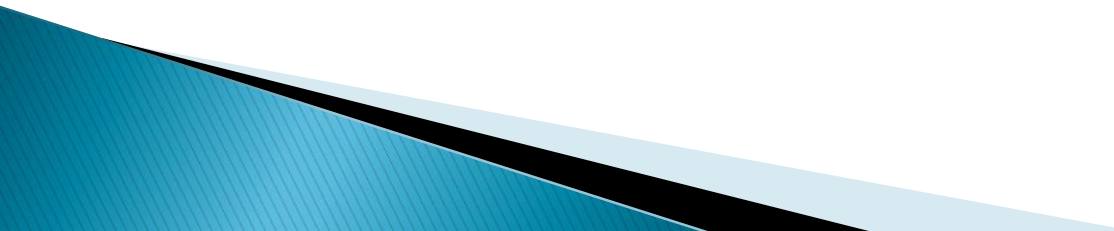
# Uniform

- Your uniform talks a lot about your organization.
  - First impressions are made within the first 5 minutes of meeting someone
  - A neat clean and well ironed uniform is acceptable and appreciated by one and all at all times
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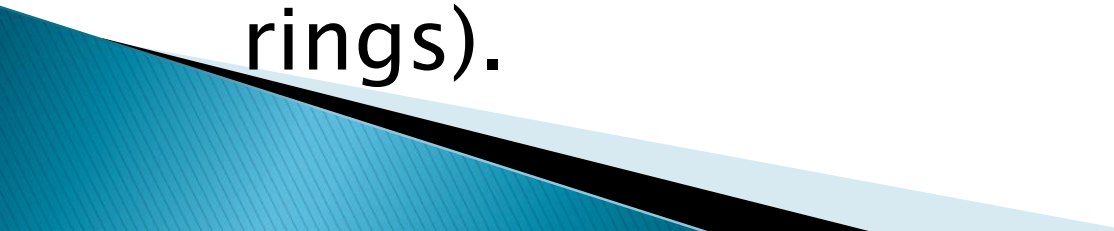
# Examples of Unprofessional and Inappropriate Attire

- Midriff baring clothing
  - Miniskirts
  - Excessively high heeled shoes
  - Caps (headwear) indoors
  - Very tight clothing
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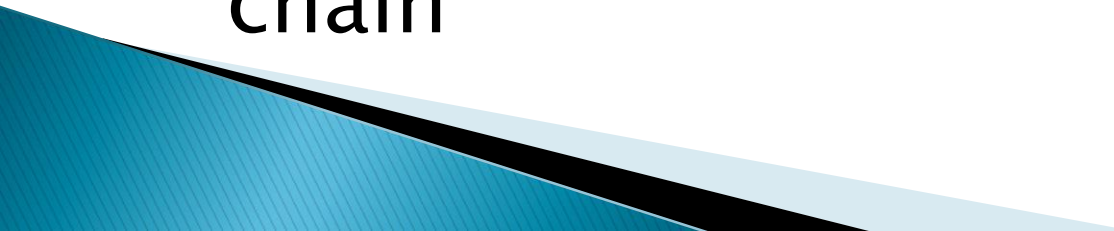
# Make-up

- Makeup should be natural looking
  - Nail polish and lip color should not be too trendy or bright
  - Mild fragrance
  - Women: stay away from extremely dark, bright reds and florescent colors.
  - Hair color should not be more than one or two shades darker or lighter than your natural hair color. Unnatural colors (burgundy, green, etc..) must be avoided.
- 

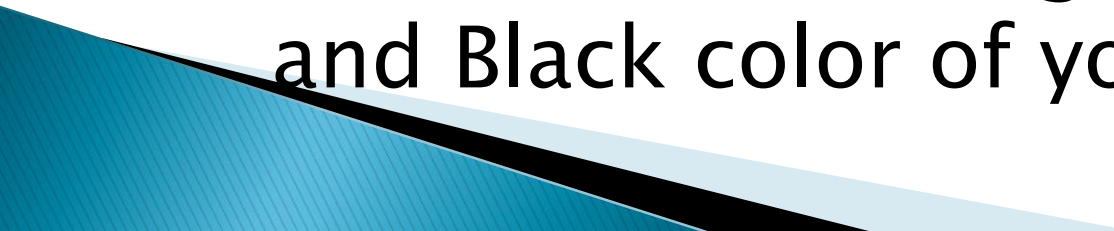
# Accessories : Male

- Men should limit accessories/Jewelry 3pieces
  - Accessories include watch, ring, handkerchief
  - A dress watch should be worn, avoid athletic styles.
  - Avoid bracelets, necklaces, and visible piercing(Body hole for rings).
- 

# Accessories : Female

- Jewelry should be keep minimal and conservative
  - Remove all facial all facial piercing except earrings
  - The 5 Piece Rule: wear only 5 accessories – earrings count as 2; watch counts as 3, Ring, Small neck chain
- 

# Shoes

- Lace up conservative shoes are the most appropriate.
  - Use the shoes which is provide by company.
  - Shoes should be in good condition an polishes.
  - Socks should be black color.  
(Should be washed daily)
  - Belts should be in good condition and Black color of your shoes.
- 



# Let's remember

- A neat and clean uniform at all times.
  - Hair neatly tied up.
  - No bad breath.
  - Clean and washed socks with polished shoes.
  - Well manicured nails.
  - Usage of a mild deodorant
- 