

Professional Grooming For Uniformed Staff



1 Day Programme Outline

- **Personal Care**
 - Attractive and polished from top-to-toe: hair, skin, nails, breath, physique
 - Dealing with perspiration: keeping cool and dry
 - Hair colour, Nail Art, Piercings, Tattoos: What's appropriate and what's not
 - Tips on technique & hands-on practice in:
 - Hair care and styling
 - Basic skin care routine
 - Make-up application
- **Choosing the right fit**
 - Understanding fit
 - Choosing the right sized uniform
 - What to alter, where
- **Impeccable Grooming**
 - How to wear your uniform beautifully
 - Keeping your clothing fresh and tidy throughout the day
 - Laundering tips
 - Shoe, belt and bag maintenance
- **Accessories**
 - What's appropriate for work and what's not:
jewellery, handbags, laptop bags, belts, ties, shoes etc

2 Day Programme Outline

Day 1

- **Personal Care**
 - Attractive and polished from top-to-toe: hair, skin, nails, breath, physique
 - How to keep cool and dry
 - Hair colour, Nail Art, Piercings, Tattoos: what's appropriate and what's not
 - Suitable products for your hair, skin, and climate
 - Tips on technique & hands-on practice in:
 - Hair care and styling
 - Basic skin care routine
 - Make-up application

- **Impeccable Grooming**
 - How to wear your uniform beautifully
 - Keeping your clothing fresh and tidy throughout the day
 - Laundering tips
 - Shoe, belt and bag maintenance

- **Accessories**
 - What's appropriate for work and what's not: jewellery, handbags, laptop bags, belts, ties, shoes etc
 - To bling or not to bling?
 - Activity: Identifying the accessories shapes and materials you suit

Day 2

- **Dressing for your body type**

Hands-on activity:

 - Identifying your body type
 - Finding which clothing silhouettes suit your body type
 - Looking your best: tips to camouflage your lumps and bumps and look slim

- **Choosing the right fit**
 - Understanding fit
 - Choosing the right size uniform

- What to alter, where
 - **Deportment**
 - Carrying yourself with grace
 - The importance of non-verbal communication
- Practise in:
- Walking, standing and bending with decorum
 - Gesturing and Pointing with courtesy
 - A pleasant facial expression
 - Confident & friendly body language
 - How to look engaged and ready to assist

Training Method

The workshop will be highly practical and activity-filled so that staff of all levels can learn new skills in grooming. It will teach the participants through demonstration and team activities. Visuals will be shown on power-point slides.

Workshop Fees

1 Day Training Workshop SGD 2880

2 Day Training Workshop SGD 5460

Government Training Grant

ImagoImage training programmes are eligible for the government Productivity Innovation Credit (PIC). Under the scheme, companies may claim up to 60% of the cost of staff training to receive a tax benefit or cash payout. Visit [http://www.iras.gov.sg/irashome/PIcredit.aspx%23About Productivity and Innovation Credit](http://www.iras.gov.sg/irashome/PIcredit.aspx%23About%20Productivity%20and%20Innovation%20Credit) for details. Your company is responsible for making the claim and ImagoImage is not legally accountable for the outcome of the application.