

Grooming & First Impression- While academic qualifications sports and **extracurricular** activities are necessary for our development as social contributors, our **success** greatly depends on little facts that tend to slip our minds, but quite often catch the sight of others. We as a social being, come in to close contact with others at our homes, in class, while travelling and at office as well as other functions. To succeed in whatever activity we want to engage ourselves in, we must be accepted by those **social circles** that we come in to contact with. To be accepted into these social circles we must among other things **behave** in a manner acceptable to that group and make them feel comfortable with us.

- The need for change must be burning in us to discard our old ways and to walk the new path of greatness.
- These are some tips that will get you the deal and help you climb the ladder of success even faster.
- Take time to practice and develop these good habits.
- Your appearance and style counts a lot when you are competing for the prize.
- Attention to detail is the key to success.



“You will never get a second chance to make a first impression”

First Impression

- It takes only 3 to 7 seconds for a person to make his or her first impression about you.
- The way you walk in to the room, the way you greet people, the way you sit, the way you make hand jesters and eye contact will make that impression whether good or bad.
- Basically how you carry yourself in public will & is what makes you a true professional

Our unconscious thoughts about people –



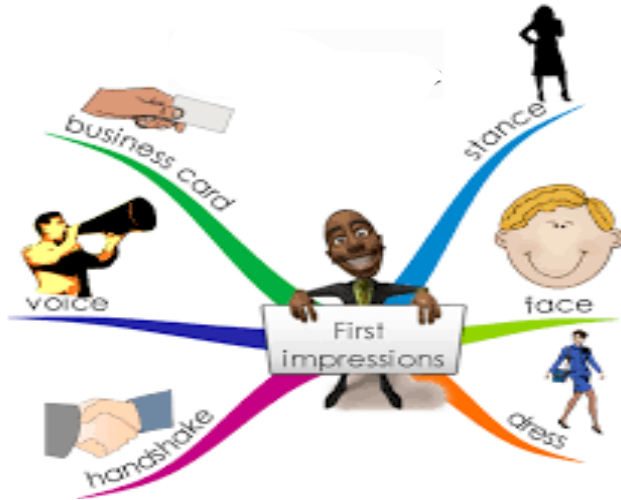
“According to New York University, Graduate School of Business, people make eleven decisions about us in the first seven seconds of contact: (1) education level, (2) economic level, (3) perceived credibility and believability, (4) trustworthiness, (5) level of sophistication, (6) sexual identification, (7) level of success, (8) political background, (9) religious background, (10) ethnic background, and (11) social and professional desirability.” (Boucher, 2009, p. 1).

How do we create a good first impression?

- The way we groom our body
- The way we dress
- The way we speak
- The way we look
- The way we walk, sit or stand
- The way we behave

First impressions are based on a wide range of characteristics:

age, race, culture, language, gender, physical appearance, accent, posture, voice, number of people present, and time allowed to process etc.



Dressing for success

Generally it's best to 'fit in', so take your cue from your peers and try to dress to the same standard. This helps with interpersonal communication. Or if you are ambitious and don't mind showing it, dress to the standard of the role that you aspire to.

Dress Sense

Choose clothes that match your body colour, height, weight, muscle tone and hair colour/length. Remember what looks nice on others may not look good on you.

“Clothes make the man” You can judge a man’s character by the clothes he wears and how he wears them.

Dress Code In general

Observe industrial norms when it comes to business. Find out what is accepted- some companies have their own dress code- so stick to it.

Trying to be different will not get you far and you will stick out like a sour thumb. People do business with people. So they have to be comfortable with you and your attire. This will greatly enhance the level of communication.

Kitting up

- Top button should be worn when wearing a tie and the tie knot should be just tight and should not hang down. Collar buttons should be put if available.
- The crease of the slacks should be in the front and back. Slacks should fall a little above heel when standing.
- Make sure your clothes fit you they should not be too loose and not too tight.
- Shoes polished and shining. Should be sunned once in a while.
- Socks should be dark or should match the slacks. Should be pulled up neatly.
- Appropriate tie, tie pin and cuff links.
- Have a dress pen or sign pen on you always with a small note pad.
- Have a business cardholder and your cards on you.
- Wear a matching elegant wristwatch. (no plastic watches)
- Always have a clean perfumed hanky on you.
- Wear clean under wear (use underwear only once)

Hair

- Hair cut short to a modest style for men.
- Hair brushed or combed back or parted with oil or jell. (No coconut oil that smells) not too much oil/jell.
- Should not have dandruff (take regular treatment if having problems with it, see a doctor)
- Have your personal hair brush or comb do not borrow or lend.
- For Guys, do not allow hair to touch your collar or come over your ears.
- Do not colour you hair unless grey.
- Ladies should have their hair styles neat and simple.

Have your personal grooming kit handy all the time.

Dress code classification	What it means
National	National Dress
Formal	White Tie / Morning suit. Ball Gown for ladies
Semi-formal	Black Tie / Evening dress or Black Lounge. Ball gown for ladies.
Informal	Lounge suit. Cocktail dress for ladies.
Black Tie	Black Tie. Cocktail dress for ladies.
Black Tie optional	Black Tie or Lounge/ full suit. Short or long Cocktail dress for ladies.
Black Tie creative	Variations of Black Tie. Short or long Cocktail dress for ladies.
Black Tie Warm weather	White tuxedo /Jacket, everything else will be the same as Black tie.
Lounge	Full suit. Short or long Cocktail dress for ladies.
Business standard	Business suit
Business casual	Corporate dress code
Business casual Relaxes	Shirt (short or long sleeves) and tie (tie optional) with or without jacket (Generally without jacket). Skirt and blouse for ladies.
Smart casual	Smart comfortable and appropriate
Casual	Your choice- Appropriate but not too offensive

Black Tie Dress code for Ladies



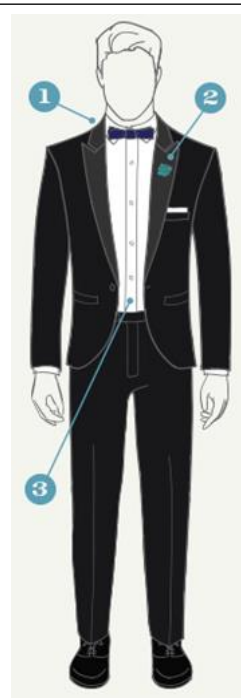
Make up Matters but don't overdo it !



Skirts/short dress at Knee length or slightly above knees. Nothing beyond the red line



Little or no cleavage is best. If you didn't follow this rule you should not be worried or offended when people look.



Black Tie Optional

Black Tie Optional – keep in mind that everyone will not be in Black Tie. You can have a few variations if you like depending on the occasion and the host. As follows.

1. Coloured bow tie, black or white.
2. Flower lapel pin or boutonniere.
3. No cummerbund.
4. Neck tie /long tie instead of bow tie.
5. Pocket square.
6. Dark gray instead of black trousers. Standard Black Tie is also OK.

Note: under this dress code, if you do not have Black Tie attire you can go for full midnight black suit, formal shirt, cufflinks and black or white neck tie. Black belt and Black formal shoes of course.

Black Tie - Black tuxedo with satin peaked lapel. Single breasted with one button. Only breast pocket is better. Black Bow Tie. White dress shirt / formal shirt plain or tux pleat shirt or subtle pleats. Black shirt studs. Black cummerbund pleated or white waistcoat. Waist should always be covered. Cufflinks white or Perl. Black flat front tuxedo pants with satin stripes on the seams. Black patent leather oxfords.

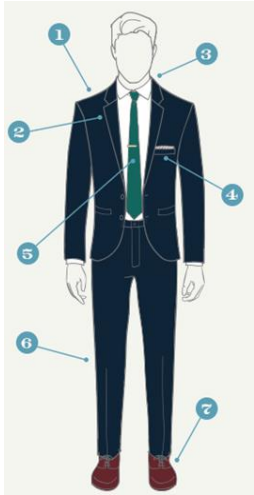
“Look Smart & Be Smart”

“Etiquette is a way of life”

Black Tie – Full dress



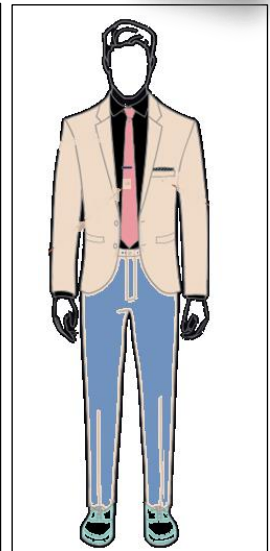
For ladies- Sari, gown or cocktail dress. Best to match partner. Yes makeup is required.



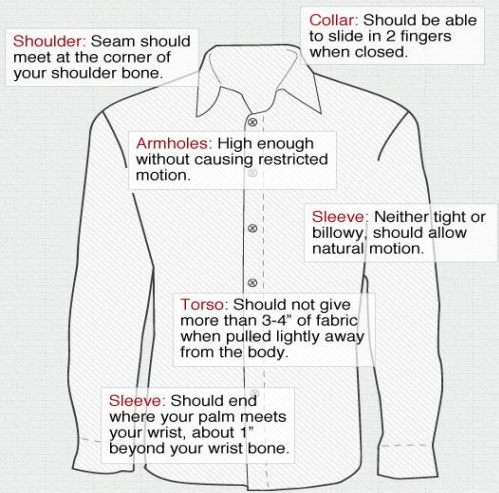
Lounge – means full suit, meaning both jacket and trousers are of the same colour and same material. No tux please.

1. **Two button suit.** 2. **Notch lapel.** 3. **Semi spread collar dress shirt preferably white.** No restrictions but stick to a non-offensive colour all the same. 4. **Cufflinks** 5. **Pocket square or handkerchief similar colour to suit.** You can go for a contrast if you can carry yourself well. 6. **Narrow tie with tie pin / tie bar.** 7. **Slim cut suit pants to match jacket.** 8. **Black or brown oxfords or formal shoes.**

Two tone outfits do not classify as lounge they are merely casual ware. As shown on the right, should not be worn for formal functions or occasions. Looking cool and being appropriately dressed are not one and the same.



→ HOW A SHIRT SHOULD FIT



• Do you like to be laughed at?
 • Do you like people talking behind your back?
 • Do you like it when people ditch you?

Body

- Wash and scrub daily with soap. Dry with clean towel.
- Use perfume or Eau de cologne under your arms, or deodorant
- Have a separate towel for your face.
- Change towels once a week at least.
- If your feet sweat put medicated powder before you wear your socks.
- Have facial black heads and zits removed.
- Use sunscreen if out in the sun for long periods.
- Use a clean new dressing if having a wound.

Nails

- Finger Nails and Toe Nails should be cut, filed and cleaned regularly. (Guys- Do not paint your nails). Or have one fingernail growing.

Teeth

- Brush your teeth after meals. Brush between teeth, don't use too much toothpaste.
- Brush your tongue and gargle your throat. Check for bad breath every now and then without being noticed. Have some mints handy. Don't chew gum.
- If you are dealing with customers directly or having a meeting with someone don't smoke or drink. If you have had a meal wash your mouth and take a mint.
- Attend to any tooth problems as soon as possible. Bad breath is something very rude and no one will want to talk to you if you got it. Drink water frequently and don't eat between meals.
- Don't dig your teeth in public. Use a tooth pick discreetly.

Grooming

Nose hair

- Pluck out nose hair that is coming out with a tweezers kept for this purpose.
- Clean nose well when washing.

Ear hair

- Pluck out prominent hair if any, with tweezers. Do not shave or cut. Visit a salon if it is a problem.

Body hair

- Shave under the arm pit if constantly having bad odour.
- Trim pubic hair if necessary. If scratching, medicate!
- Chest hair can be shaved if it is a problem to you.



Ladies Gentlemen

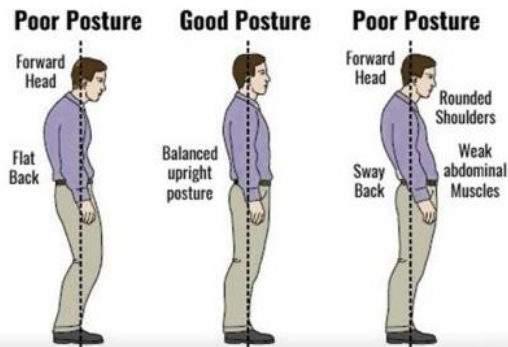
Punctuality

- A time is a time. 7.30 is 7.30. Don't be late. (If getting late on any unavoidable circumstances inform of delay)
- If you are starting work at 8.00 come a few minutes early and get yourself organized and settled down. Finish early and use your extra time to plan ahead for the next day and week.
- You are paid for your time engaged in work do not idle.
- You are paid for your efficient and effective work, be productive.
- If you have an appointment outside office, find out how to get there and how long it takes, have all required documents and items ready early, (make a check list)
- Reconfirm the appointment closer to the date.
- Arrive early and cool off a little. Freshen up and check yourself.



If you are standing, stand straight, chin up, shoulders back, feet slightly apart and hands behind you back or one hand behind your back.

Body Posture



Walking and entering

- Walk fast, don't run. Plan yourself so that you are not in a hurry all the time.
- Walk with your hands down and by your side.
- Knock at the door before you enter (if open or not)
- Wait till you here a reply before you enter.
- Don't barge in on any conversation wait till you are asked or your opinion asked for.
- Open the door with one hand and the other at you back; hesitate a little before you enter.
- If the door was closed before you entered then close the door behind you.
- Wait till you are asked to sit. Sit down quietly sit with back straight, don't lean back or slouch.
- Keep file on the table and hands on your lap. Don't start looking around the room or meddling with things on the table. Don't mess with your file, bite your nails or fidget when sitting or standing.

Eye contact

- Always keep eye contact with the person you are talking. To show that you are listening to him.
- Do not stare. At any one, blink eyes normally (look at the spot between the eyes and above the nose).
- Do not look at the other person's body all the time. Do not look around the room or at your wrist watch.
- Do not look up or down when answering a question. Answer promptly and to the point.



Compliment

Always try to pay a compliment to someone you meet
 E.g. : it's a nice shirt your wearing.
 Always thank the other person for the compliment made by him or her with a simple thank you.
 Compliments don't cost a thing and it's a great way to build up relationships positively. **Try it, its magic!**

Social Etiquette. “Manners Maketh A Man” Your mannerisms and behavioural characteristics make you who you are. Polite behaviour and polished etiquette are areas that you need to work on. Practice makes perfect.

Greetings

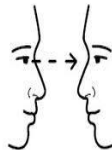
- Always smile warmly and nod slightly when greeting them. (Don’t hold back on your smile)
- Always greet whenever you meet someone.
- Use their name or designation when you greet.
- Greet people clearly and positively.
- Acknowledge others greetings and reply promptly and clearly.
- Practice you smile and greeting till you have got it right.

When meeting someone

- Good Morning : 12am – 11.59am.
- Good Afternoon : 12pm – 4.00pm.
- Good Evening : 4.00pm – 11.59pm.

When parting with someone

- Have a nice day : any time of day.
- Good day to you : any time of day.
- Have a pleasant Morning/ evening
- A pleasant day to you.
- Good night only after 8.00pm.



Hand shake

- Have a firm grip not too tight give the other person a chance to grip your hand properly.
- Shake hand three or four times. Release grip after don’t keep holding on to the other person’s hand and keep talking.
- Maintain Eye Contact! Don’t get too close!
- Make sure that your hand is clean do not offer a dirty or sweaty hand.
- Hold ladies hands lightly and shake hands once and release your hand. (Ladies may not offer their hand sometimes)
- If there is a crowd make sure to greet every one and shake hands with all whenever possible.



Manners



Bad manners

Having bad breath, Bad body odor, Yawning, Digging your nose, Digging your teeth, Scratching, Fidgeting, Biting your nails, Talking aloud, Whistling, Waving your hands and talking, Keeping your hands in your pocket, Folding your hands on your chest, Winking, Burping, Passing wind, Coughing loudly, Snorting or grunting, Adjusting your cloths, Being late, Not replying. Slurping your drink, Snoring, Shuffling your feet, Rubbing your palms together, Interrupting while some one is talking, Not flushing the toilet, Spitting, Sticking your tongue out at people, breaking pimples.

Good manners

- Greeting people
- Complimenting people



Remember to be hospitable to everyone no matter their social standing or status. Being kind and friendly will take you a long way in life and will make you lots of new friends. Be honest in all that you do, and don’t be afraid to do the right thing. Good Luck!