



## **PERSONAL GROOMING & BUSINESS ETIQUETTE**

<b>Type of Programme</b>	:	Classroom
<b>Purpose of Training</b>	:	In this one-day course, you will learn how to dress inexpensively and yet create a good impression with your clients and your boss. You will also discover the Dos and Don'ts when you meet your clients under various situations.
<b>Who should Attend</b>	:	All sales executives.
<b>Programme Website</b>	:	<a href="http://www.xiecapital.com">www.xiecapital.com</a>

### **Programme Structure and Content Outline:**

#### Focal points in personal grooming

- Attire
- Hairdo
- Physique
- Face
- Hygiene
- Mannerism

#### Identify and complement Your

- Face shape
- Body shape
- Skin tone (use of color wheel)

#### Importance of a healthy lifestyle

- How much should one exercise?
- What's a balanced diet?
- Are health supplements necessary?
- Daily maintenance of the face

#### Business etiquette in relationship building

- Basic courtesy
- Remember the name

#### Situation-preparation and -handling

- Meeting
- Office/factory visit
- Social engagement
- Formal/black tie event
- Western dining



- Chinese dining
- Muslim dining
- Indian dining

<b>Location of Training</b>	:	Singapore
<b>Duration</b>	:	8 hours (one full day)
<b>Class Size</b>	:	Minimum 10 persons Maximum 30 persons
<b>Next run</b>	:	To be advised
<b>Programme Fee</b>	:	S\$380 per participant  S\$330 per participant (for group enrollment of 4 or more)

**Contact Details**

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