

LINX EDUCATIONAL INSTRUCTOR'S GUIDE

GROOMING, DRESSING & BODY LANGUAGE: TIPS & TECHNIQUES TO IMPROVE YOUR TOTAL IMAGE

Activity 1: GROOMING IS “NON-VERBAL” COMMUNICATION

Appearance is a signal to others about how you value yourself. Good grooming gives the finishing touch to an attractive appearance.

*** Activity:** Arrange for a beauty consultant to attend the class and give participants tips on proper grooming techniques. These could include cleanliness, make-up, hair and nail care, and should be for both males and females (if both sexes are participating.)

*** Activity:** Fill in the blanks. Use HERE COMES THE ‘GROOM’ activity sheet to fill in the blanks with correct answers on grooming tips given in the video. *[Publisher grants permission to make copies of this activity for the participants when used in conjunction with the video.]*

Activity 2: DRESSING FOR SUCCESS

Dressing appropriately for the job you have gives a positive impression of you. Some companies allow “business casual” dress, while others require uniforms or special clothing. Dressing appropriately for work does not have to blow the budget.

***Discussion:** Discuss the variety of shopping places available in your area, and which might provide the best value for the money. Have participants share their “best places” to shop. These could include, but are not limited to: department store (sales), discount stores, factory outlets, consignment shops, catalog shopping, and online shopping. Include a discussion of pros and cons of catalog and online shopping such as:

-PROS: convenient—don’t have to leave home, saves time; easy to make purchase with a phone call; can see selections online or in a catalog; variety of sizes.

-CONS: must pay shipping charges; can’t try it on—if it doesn’t fit or you don’t like it, must send it back; may not look like it did in catalog or online; must wait for purchase to arrive.

***Activity:** Invite a fashion coordinator from a local department store or students from a vocational program in fashion merchandising to present appropriate fashions for a “Business Casual” workplace.

***Activity:** DRESS FOR SUCCESS poster

Have participants use magazines to find pictures of appropriate clothing choices for a career in which they have an interest. This may be professional business attire, business casual, uniforms, or any clothing for their career choice. Title the poster “Dress for Success,” paste the pictures on poster board or construction paper, and identify the career.

***Activity:** Following the video presentation, have participants come to class for one session dressed appropriately for A.) a job interview in a job that requires “nice” casual or business dress; and/or B.) dressed in clothing for the career or job they want to have. Have participants work in teams to critique each other regarding ways they might improve their appearance. *Note: This exercise should be used only where participants will be kind to one another and not say something to hurt someone else’s feelings. It is intended to HELP participants dress appropriately and look their best.*

LINX EDUCATIONAL INSTRUCTOR'S GUIDE

Activity 3: NON-VERBAL COMMUNICATION: BODY LANGUAGE

Non-verbal communication is what people observe about you that gives a “first impression,” such as your appearance or your body language. Body language includes facial expressions, gestures, eye contact, posture, position of arms and legs and more.

*** Role Play:** Divide participants into teams to demonstrate and identify various forms of body language. These should include (but are not limited to) facial expressions: anger, cheerful, disgusted, disappointed, fearful, and others determined by the team. Handshake: strong, firm handshake. Eye contact: direct, looking straight into the eye of the other person when talking; a constant “gaze” into the other person’s eyes that can feel uncomfortable; and looking away as if disinterested while talking. Folding arms: arms folded to chest keep people at a distance. Posture: looking confident and successful vs. looking defeated and tired. Have teams demonstrate other examples of body language.

Activity 4: VERBAL COMMUNICATION

The image you present when you communicate verbally involves tone of voice and grammar. Here we want to emphasize tone of voice.

***Activity:** Have participants demonstrate usual greetings in various tones of voice. For example, demonstrate saying “Good Morning” in the following tones/moods: cheerful, quiet/shy, mad/angry, bad day, etc. Using the same tones/moods, practice answering the telephone to demonstrate tone of voice over the phone and what that says to customers, clients and friends: “Good morning, this XXXX company; how can we help you?”

LINX EDUCATIONAL INSTRUCTOR'S GUIDE

Activity 5: HERE COMES THE 'GROOM' [Grooming tips and techniques]

Directions: Fill in the blanks with the correct words to make a true statement using information in the video.

1. Everyone should schedule _____ maintenance of skin, hair, nails and teeth.
2. _____ is a natural function of the skin.
3. A _____ does not keep you from perspiring, but does cover up body odor.
4. Heavily –scented colognes and after-shaves should be used _____ by both men and women.
5. To maintain a haircut, visit your stylist or barber at least _____ (how often) for a trim.
6. Many department stores and cosmetic technicians give _____ to teach application and color selection techniques.
7. A little _____ goes a long way, so try different colors before making your final choice.
8. _____ helps eliminate about 90% of mouth odor/bad breath.
9. Both males and females should use _____ to keep hands neat and smooth.
10. Employers may find _____ and _____ distracting in the workplace.

LINX EDUCATIONAL INSTRUCTOR'S GUIDE

ANSWER KEY

Answers to HERE COMES THE 'GROOM' activity:

1. daily
2. Perspiration
3. deodorant
4. sparingly
5. every other month
6. free makeovers
7. makeup
8. Flossing
9. lotion
10. tattoos and body piercing

© 2007. Linx Educational Publishing. Tel: 800.717.LINX, www.linxedu.com. Copies of the activities may be used only in conjunction with the program they accompany. Any other reproduction of this worksheet in whole or in part without permission from the publisher is strictly prohibited.