

# Projecting a Professional Image for Career and Business Success

Successful business relationships rely more than ever on personal contacts. Image, courtesy, politeness and etiquette are necessary in all business and personal relationships. This seminar will enable participants to learn and use social skills to transact business with thoughtful consideration and professionalism.

## Objectives

At the end of programme, participants should be able to:

- **Identify the importance of professional image for career and business success**
- **Assess their image through visual appearance and personal grooming**
- **Impress business associates with a great first impression**
- **Observe and interpret body language**
- **Identify work etiquettes**
- **Present yourself professionally at business and social networking events**

## Outline

1. What is power etiquette
2. Importance of visual appearance and personal grooming
3. The great first impression
4. Observing body language
5. Office etiquette

## Who Should Attend

This seminar is designed for people who wish to polish their professional image in order to make a positive first impression.

## Seminar Details

|                        |                                  |
|------------------------|----------------------------------|
| Duration/Time          | : Thursday, 7 March 2019         |
| Duration/Time          | : 3 hrs/ 1pm to 4pm              |
| Venue                  | : Hotel Grand Pacific            |
| <b>Net Fee Payable</b> | <b>: \$107.00 (incl. GST\$7)</b> |

Fee includes handouts & teabreak.  
No refund for cancellation but a replacement will be accepted.

## Enroll Now

|                        |  |
|------------------------|--|
| @ Website Registration | : <a href="http://www.ustage.com.sg">www.ustage.com.sg</a> |
| ☎ Contact Hotline      | : 6222 2461/ 6221 1241                                     |
| ✉ Email Enquiry        | : <a href="mailto:trg@ustage.com.sg">trg@ustage.com.sg</a> |
| ☎ Fax Number           | : 6227 3556  |

Organised by:  
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