



# Professional Grooming

*"The Art Of Adventure For Lifelong Learning"*

## PROGRAM OVERVIEW:

This concept paper aims at instilling mind-set of excellence and developing skills of outstanding personal branding and business etiquette for all employees, so that, ultimately they are able to perform the highest level of personal attributes towards achieving success in life.

## PERSONAL DEVELOPMENT

- Increase self confidence
- Increase in personal effectiveness
- Increase ownership and accountability
- Raise level of trust—and trustworthiness
- Better focus on the things that matter to organization

## SESSION BRIEF

This workshop focuses on:

- Initiating culture of excellence through transformation of heart & mind; and Imparting skills and knowledge in personal branding and etiquette.
- Accelerated Learning and Experiential Learning Methodologies will be applied throughout the session to ensure maximum impact for the participants.

### Date:

30 - 31 May 2016

### Duration:

2 days (9am - 5pm)

### Medium:

English & Bahasa Malaysia

### Venue:

Vistana Hotel, KL / Ambassador Row Hotel Suites

### Who will benefit :

- Secretaries
- Administrative Assistants
- Personal Assistants
- Executive Assistants
- Receptionists & Front Desk
- Sale & Marketing
- Public Relation
- Corporate Comm.

### Program Schedule :

Registration	: 8.30am
Morning session	: 9.00am - 10.30am
Morning Tea	: 10.30am - 10.45am
Lunch	: 1.00pm - 2.00pm
Afternoon session	: 2.00pm - 3.30pm
Afternoon Tea	: 3.30pm - 3.45pm
End	: 5.00pm

# COURSE CONTENT

## DAY 1

### MODULE 1

#### PROFESSIONAL MIND-SET AND ATTITUDES

- BE-DO-HAVE model
- Making personal objectives into action
- Dealing with 'mind-set junks' and making it brand new
- Motivation and sustainability of action
- Personal vision and mission

⇒ Participants are able to develop the right attitude and positive mind-set to excel in life; and interpret individual roles and responsibilities towards personal vision and mission

### MODULE 2

#### ESSENCE OF PERSONAL BRANDING

- ABC of professional presence.
- Importance of first impressions and perception.
- How others evaluate us.
- The critical factors of perceptions.
- Personal values.
- Fashion versus styles.

⇒ Participants are able to uncover the deeper meaning of excellence self-image. This module gets participants to develop self-realization and instill positive mindset on the importance of image development in life.

### MODULE 3

#### PERSONAL ANALYSIS

- Personal body types.
- The right cutting and styles

⇒ Participants are able to discover personal body shape and identify the correct cuts and styles of clothing for corporate attire.

### MODULE 4

#### EXCELLENT FIRST IMPRESSION

- The 5 Elements of making an impactful first impression.
- ⇒ Participants are able to distinguish five components for an effective first impression.

## DAY 2

### MODULE 5

#### BUILDING VISUAL CREDIBILITY AND CONFIDENCE

- Psychology of Colours
- Outfit Mix and Match
- Accessorizing
- Fabric
- Pattern/Scale
- Classic, trends and fads
- Dress Code for Various Occasions

⇒ Participants are able to gain knowledge on the dos and don'ts of making visual impact that portrays credibility, and confidence.

### MODULE 6

#### CLOTHING LANGUAGE, STYLE & BODYLINE

- Psychological Language of Style

⇒ Participants are able to understand clothing language, style and bodyline. The knowledge will help them in choosing the appropriate style for

### MODULE 7

#### PERSONAL GROOMING AND HYGIENE

⇒ Participants apply the secret of looking fresh and presentable throughout the day while at workplace or in any corporate settings.

### MODULE 8

#### POSTURES AND GESTURES

- Standing
- Walking
- Handshake

⇒ Participants are able to identify postures, gestures, and habits that Enhance or break the power or first Impression.



## TRAINER'S PROFILE

### JAKLIN JUANIS



**Certified Image and Professional Development Consultant** by London Image Institute, UK

**Vice President, Marketing for Association of Image Consultants International**, Malaysia Chapter (2014 -2016)

**Certified Instructional Designer** by Ma Foi Academy, India

**An Accelerated Learning Trained Practitioner** (Starter) By Delphin International USA

**Trained Personal Growth Coach** By Neoone Associates

Jaklin Juanis is an academy that provides professional certification in image and professional development consultancy. As a professional trainer and business entrepreneur, Jaklin upholds the principle that life is a never-ending learning process and that self-improvement means to be willing to learn and share the learning. Her transformational seminars cover areas such as leadership, employee on-boarding and training program development. Students and clients say that her charismatic, friendly and pleasant nature makes her an approachable coach, friend and leader.

With many years' experience in Learning and Development, Jaklin is a trained Instructional Designer from Ma Foi Academy, India. She worked with local MSC companies for 7 years and developed Courseware Based Teaching and Learning Materials for the Ministry of Education. After assuming the position of Senior Instructional Designer and Project Manager for the MSC, she trained corporate trainers and secondary school teachers on instructional design skills. Shell Retail Academy appointed Jaklin as one of the key trainers where she trained Shell Dealers on soft skills and standards of the company. She was also involved in planning, designing and setting up The Retailer Start-up Course and the development of the Site Staff Personal Grooming and Hygiene guidelines for Shell Retail Academy.

Inspired by her strong educational principles, Jaklin pursued her interest in image development by attending extensive coaching programs with Lynne Marks, the founder and principal of London Image Institute in Image, Personal branding and Professional Development.

Jaklin graduated from University Kebangsaan Malaysia, armed with a Bachelor Degree in Statistics and is an associate member of Association of Image Consultants International (AICI).

#### TRAINERS'S COMPLETED PROGRAMS:

- Image Excellence for Hospital Front liners
- Coaching and Mentoring Skills for Bank Branch Managers
- Image Excellence for Hotels Front liners
- Image Excellence for Gen-Y
- Image Excellence for Finishing School Students
- Image Development and Customer Service Excellence
- Usherettes Excellence Program
- Building Image Excellence Through Personal Change Management
- Building Visual Credibility, Confidence and Charisma
- Customer Service Excellence
- Public Speaking and Presentation
- Customer Service: First Impression Excellence
- Corporate grooming for Sales Executives and Managers
- Corporate grooming for Admin Executives
- Personal grooming and job interview for final year students
- Social and Business Etiquette for Government Servants
- Unleashing Your Inner Shine public program
- 'Groom Me' public program
- Personal Image Advancement Programs (1-on-1 Coaching)

# Registration Form

## Expanding Secretarial Skills for Peak Performance Workshop

Date : 30 - 31 May 2016

Venue: Vistana Hotel, KL / Ambassador Row Hotel Suites

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

icare@asl-solutions.com ; shafi@aspublicworkshop.com

FAX : +603-5548 0024 ; TEL : +603-5542 0023 (Hunting Line)

PARTICIPATION FOR TWO DAYS WORKSHOP FEE :

**EARLY BIRD: RM 1550 Per Pax**  
**(Reg. before 15 April)**

**NORMAL PRICE: RM 1650 (Reg. on 18 April until 6 May)**

**NORMAL PRICE: RM 1850 (Reg. on 9 May until 27 May)**

**GROUP REG : RM 1388 PER PAX!!**

**(UPON MINIMUM 3 PAX's REGISTRATION— T&C APPLY)**

**You will get an exclusive access to our private E-Learning portal, lifelong !!**

### PARTICIPANT'S NAME :

Name : \_\_\_\_\_

Position: \_\_\_\_\_ Dept: \_\_\_\_\_

DL : \_\_\_\_\_ HP: \_\_\_\_\_

Email: \_\_\_\_\_

Name : \_\_\_\_\_

Position: \_\_\_\_\_ Dept: \_\_\_\_\_

DL : \_\_\_\_\_ HP: \_\_\_\_\_

Email: \_\_\_\_\_

Name : \_\_\_\_\_

Position: \_\_\_\_\_ Dept: \_\_\_\_\_

DL : \_\_\_\_\_ HP: \_\_\_\_\_

Email: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel : \_\_\_\_\_ Fax: \_\_\_\_\_

(Authorization (Signatory must be authorized on behalf of the company )

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Department : \_\_\_\_\_

DL: \_\_\_\_\_ Email : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This booking is invalid without a signature & company stamp.

### TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation
2. Fees are inclusive of program materials and refreshments.
3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10 ) working days upon the issuance of invoice or a letter of undertaking( LOU ) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

#### 4.CLIENT'S CANCELLATION/SUBSTITUTION

Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in. All bookings carry a 50% cancellation liability should the notice given is less than two(2) weeks. and 100% cancellation liability 7-days prior to the event Non-payment or non- attendance does not constitute cancellation. ( However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing )

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

ASL Group reserves the right to change the content without notice.

6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (Including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

**ASL Training & Consultancy Sdn. Bhd.**

**COMPANY STAMP**



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