

# PROFESSIONAL POLISH TRAINING KIT™

DRESSING FOR WORK IN THE 21<sup>ST</sup> CENTURY  
INSTRUCTORS GUIDELINES©



*personal*  
**impact**  
international

# PROFESSIONAL POLISH TRAINING KIT™

## DRESSING FOR WORK IN THE 21<sup>ST</sup> CENTURY

### INSTRUCTORS GUIDELINES©

The Professional Polish Training Kit™, Dressing for Work in the 21st Century, was developed based on the training content that I, Kimberly Law AICI, CIP have presented in my training programs since 1999. It contains everything you need to conduct your own high-level Professional Appearance training workshop. This material adheres to the IITTI Business Etiquette Standard.

The objective of this seminar is to increase participant awareness and reinforce of the benefits of presenting a Professional Appearance. This awareness will help increase participant confidence in work environments around the world. Please note: While traditional cultural attire may be worn in place of Formal Business Attire for some local and regional business events, it is not appropriate for international events unless specified by the host or organizer. The materials included in this training system were developed to specifically reinforce international standards.

#### Materials Included:

##### Instructors Guidelines

An overview of the materials included in the in the 'Professional Polish Training Kit™'. Includes guidelines on how to use the training system and set up the room, links to video demonstrations and optional breakout activities.

##### PowerPoint Slides

92 fully customizable slides. All copyright notations must remain intact.

##### Video Demonstrations – Neckties

Slide #58, #59 and #60 include embedded, professionally produced video demonstrations by Kimberly Law illustrating how to tie 3 common necktie knots. Inclusion of these video's in your presentation is optional.

Slide #58 [4-in-hand \(small tie knot\)](#) 2:07 minutes

Slide #59 [Half-Windsor \(medium tie knot\)](#) 2:20 minutes

Slide #60 [Full Windsor \(large tie knot\)](#) 2:18 minutes

##### Instructors Lecture Notes

This training system is fully scripted, and lecture notes are included with each PowerPoint Slide. The lecture was produced for use in a 1.5-hour seminar. However, it can be easily adapted for a 1-hour lunch-n-learn or enhanced for up to 3-hour-long workshops for those who wish to reinforce the learning outcomes by including additional breakout sessions and how-to videos, which have been included in this kit. Each slide includes the instructor lecture, demonstration activities, interactive student activities, page reference numbers for the 'Dressing to Win in the Workplace' study guide, and additional instructor notes. A printable PDF of the instructor's lecture, including slides, has also been included for easy viewing.

### **Instructor Demonstrations**

Suggested demonstration activities have been integrated into the instructor lecture to enhance learning outcomes.

### **Interactive Student Activities**

Suggested student activities have been integrated into the instructor lecture. All exercises and activities are optional.

### **KEY - Instructor's Lecture Notes**

The following font types are used to distinguish information types:

Lecture: Calibri

Interactive Student Activities: **Calibri Bold**

Instructor's Demonstration: ***Calibri Bold Italic***

Notes and Extra's: **CALIBRI BOLD CAP**

Dressing to Win in the Workplace - Reference to Page #: *Calibri Italic*

### **Workshop Outline**

A sample outline is included in this training system and may be copied or adapted as needed.

### **Workshop Evaluation**

A sample workshop evaluation is included in this training system and may be copied or adapted as needed.

### **Study Guide – Dressing to Win in the Workplace**

This system includes one copy of the 'Dressing to Win in the Workplace' study guide. The purchaser of this training system is granted a limited license to print 30 copies of this publication for distribution to seminar attendees. Additional copies may be purchased for distribution through the Personal Impact International [www.personalimpact.ca](http://www.personalimpact.ca) for a special price of \$5.00 USD per copy.

All program materials provided here are owned by Personal Impact International and protected by Canadian and International copyright laws. The Dressing to Win in the Workplace study guide is copyrighted and may not be altered in any way.

# OVERVIEW

The material in this training kit has been well-received by students, job seekers, professionals and executives in over 80 countries.

This workshop is intended for up to 30 participants. More time will be needed for larger audiences.

As the instructor, you must prepare in advance for every presentation. Preparation will help you present the materials in an informative, interactive and entertaining manner.

This presentation has been designed for a 1.5-3-hour interactive Professional Appearance workshop.

All components, excepting the 'Dressing to Win in the Workplace' study guide, are fully customizable.

You can customize the PowerPoint slides, lecture and activities to the needs of your audience.

Feel free to change the workshop name, add additional slides, and remove slides as needed.

However, all copyrights must remain intact. **Note: \*Many of the images that are part of this presentation are stock photo's that have been purchased with a limited use license. Others are from a private collection and other resources. The images and materials in this system may not be reproduced in any form or by any means for resale purposes without the written consent of Kimberly Law, AICI CIP.**



# ROOM SET-UP

## Items Needed for the Presentation

- LED projector
- Screen
- Computer
- Speakers
- Wireless Lapel Microphone  
(If more than 15 participants)
- Bell
- Workshop Outline for participants
- Evaluation Forms for participants
- Dressing to Win in the Workplace study guides,  
for participants
- Pens
- Note paper
- Materials for Breakout Sessions (Optional)

## Seating

Round tables with a maximum of 6 people at each table with the seats facing the facilitator. This workshop may also be conducted using classroom-style seating.



# STUDENT ACTIVITIES

## **Additional Breakout Sessions/ Interactive Activities (Optional)**

The following are additional participant activities that will reinforce the learning outcomes:

### **1) Image Matters**

Objective: To stress the importance of appearance

Materials: Two wrapped packages in the same size box. One package is beautifully wrapped. The other is plainly wrapped and much less attractive.

Procedure: Ask the participants, if they were given a gift which they would prefer? Most participants will choose the beautifully wrapped gift. Explain that each box contains exactly the same item. Use this example as a comparison to the way people dress and how important it is that they package themselves attractively and appropriately.

If speaking to a group of students or job seekers, emphasize that, if their qualifications are the same as other candidates, their appearance can separate them from the other job candidates.

### **2) Colour Perception (Women)**

Objective: To demonstrate the power of colour

Materials: A metre (yard) of fabric in three colours: charcoal grey, bright red, and a pale pastel colour. Three volunteers (women).

Procedure: Have each volunteer hold a piece of fabric in front of them. Ask participants:

What personality traits might you expect to find in a woman who wears a bright red suit to a meeting? Open Discussion: vibrant, self-confident, outgoing, etc.

What personality traits might you expect to find in a woman who wears a charcoal grey suit to a meeting? Open Discussion: business-like, serious, authoritative, etc.

What personality traits might you expect to find in a woman who would wear a pastel-coloured suit to a meeting? Open Discussion: calm, gentle, soft, reassuring, etc.

Colour sends a message all on its own, even when it is just a piece of cloth. Choose colours that appropriately express how you want to be perceived.

# STUDENT ACTIVITIES

## 3) Fabric Perception (Men or Women)

Objective: To understand the power of colour and patterns

Materials: Paper and pens. A variety of fabric swatches [discontinued fabric swatches may be available free of charge from local tailors]. Suggested fabrics: navy or dark pin-stripe, brown, light blue, or plaid.

Procedure: Divide participants into small groups. Provide each group with a selection of fabrics.  
Ask participants:

What characteristics would you expect to find in business people who wear suits in those fabrics.  
Open discussion. [You will find that the adjective most used for the pin-stripe is the word powerful.]

## 4) Who Would You Hire?

Objective: To demonstrate the perception of first impressions / business attire

Materials: Handout 'Who Would You Hire?' [included in kit]. Pictures cut out from magazines or stock photos with examples of each category of business attire and the appropriate dress for different jobs. [Images may be laminated to protect them and can be used multiple times.] Pens.

Procedure: Divide participants into groups. Give each group the handout with 5 positions for hire and a selection of images to choose from. Ask participants to, as a group, determine, based on their first impression, which candidate they would hire for each position. Have each group tell the audience which they would select for each job and why. Open discussion.

## 5) Compare Formal & Informal Garment Details

Objective: To identify details of Formal Business Attire. Identify details of Informal Business Attire.

Materials: Pen and paper. Powerpoint Slide: #15 or #18 on viewing screen or printed out so each group has a copy.

Procedure: Divide participants into groups. Ask each group to make a list of garment details that make an outfit appear more formal and a list of details that make an outfit appear more informal. Have each group present their recommendations to the rest of the audience. Open discussion.

# STUDENT ACTIVITIES

## **6) Identify Perception of Formal Business Attire**

Objective: To identify visual messages of Formal Business Attire.

Materials: Perceptions of Formal Business Attire handout [included in this kit], pens.

Procedure: Divide participants into small groups. Using the checklist, ask each group to identify and check off which visual messages Formal Business Attire sends out. Ask one or two groups to share with the rest of the audience what they checked off and why. Open discussion.

*Optional:* This activity may be adapted and used to determine perception of Semi-Formal or Informal Business Attire.

## **7) Sort Formal to Informal Attire**

Objective: To reinforce understanding of Formal and Informal Business Attire.

Materials: Audience volunteers.

Procedure: Ask for a selection of volunteers from the audience or choose participants that you feel will be most effective for the demonstration. Ask the audience to sort the volunteers from most Formal attire to most Informal attire. Open discussion.

## **8) Business Suit Fit**

Objective: To select properly sized garments.

Materials: Two suits worn by volunteers who are different heights or sizes.

Procedure: Talk about proper fit. Sleeve length, hemline, shoulders, back, proper buttoning (men & women), etc. Ask volunteers to exchange jackets. Have the audience identify details behind why the jacket does not fit.

# STUDENT ACTIVITIES

## 9) What's Wrong with This Picture

Objective: To identify appropriate and inappropriate professional appearances.

Materials: A variety of pictures from magazines or stock photos.

Procedures: Divide participants into small groups. Provide each group with 2 or 3 pictures. Ask participants to discuss the people in the pictures. Are they dressed and groomed appropriately for business? What are they doing correctly and incorrectly?

## 10) Tying a Necktie (Four-in-Hand)

Objective: To teach participants how to tie a necktie and the importance of buying a quality tie.

Materials: Two neckties for demonstration: one silk, one polyester.

Procedure: First demonstrate how to tie a four-in-hand tie knot. [See video slide #58]

Next, pick two men. Give the silk tie to one and the polyester tie to the other. Tell them that they have two minutes to knot the tie. The man with the silk tie will be fastest and produce the nicest knot because of qualities of the fabric.

## 11) Tying a Necktie (Choosing and tying knots)

Objective: To teach participants how to tie a necktie and the importance of buying a quality tie.

Materials: Neckties for student practice (Neckties can be purchased inexpensively at second hand or resale stores).

Procedure: Ask for three volunteers. Ask participants to determine which necktie knot will look best on each volunteer [See video slide # 56, #57]. Demonstrate how to tie a four-in-hand, Half-Windsor, and Full-Windsor tie knot. [Slide #58, #59, #60]

Separate participants into pairs or groups of three. Have them determine which tie knot looks best on their partner. Have each participant practice tying their most appropriate tie knot.