

[YOUR LOGO]

PROFESSIONAL POLISH

Dressing for Work

In the 21ST CENTURY

[PRESENTED TO COMPANY NAME]

This workshop is designed to increase your level of professionalism by providing an overview of the do's and don'ts of a professional appearance. With a few guidelines, you can have a more positive impact and make your work clothes work for you! The following topics will be covered in this workshop:

TODAY'S WORKSHOP WILL INCLUDE:

- ◆ Why image matters
- ◆ Guidelines for formal to informal business attire
- ◆ How to appear more authoritative, credible, approachable, and relaxed
- ◆ The power of colour
- ◆ Image makers
- ◆ Tailoring 101 for men
- ◆ Image breakers

Approximate time: 1.5 hours

Facilitator: [Your name]
Tel: [xxx-xxx-xxxx]
[www.xxxxxxx.com]