Workplace Image Workshop
Thank you SSD Leigh Ann David!

Image workshop when going into businesses.

You never get a second chance to make a first impression
Image is more than just your clothing
Image is an attitude

Personal image
1) Skirts knee length or longer
2) Tailoring goes a long way
3) A few quality items vs spending a lot - black jacket, navy pants, boatneck shirts, crisp white button down, black heels, nude heels
4) Hose - never lighter than your hem line
5) Teeth white, dental appointments regularly, Don't chew gum, use mints
6) sunglasses - remove them
7) Smoking - if you must, keep it away from others, breath spray
8) Professional briefcase or hand bag says it all. This is worth investing money in
9) Clean and organized car
10) How you speak - No negativity, No gossiping, Come to be a blessing, Be careful at social events like happy hour. When in doubt, don't drink

Quick Makeup Tips
Polished
Foundation and concealer go a long way
Bronzer mascara lip gloss
Carry a compact

Communication
1) texting vs calling. The main thing from superiors is that the younger generation doesn't know when to pick up the phone vs email
2) remember that email doesn't show emotion. Be careful of slang, emoticons, lol, acronyms. Write them as an old fashioned business letter. Be careful of spelling. Address the person by the right title. Be short and concise.
3) emails marked high importance - if it is important you call.
4) use clear subject lines - don't leave blank, don't type too much detail
5) voicemail - have you listened to yours lately
6) one form of communication - don't email, then call, then text. Also rude to not leave a message and call repeatedly

Networking Events
1) name badge goes on right shoulder
2) don't just collect cards. Collect relationships
3) don't add people to your mailing list
4) don't be the interrupter. God gave you two ears and one mouth
5) on time is late. Arrive 5 minutes early, and do not be late.
6) remember names. Say the persons name 3 times during the conversation. When you get to your car, write notes on the card

Dinner
1) know this. Study this. Period
2) be careful of alcohol
3) black vs white napkin
4) how to slice bread
5) what to do if you spit out food
6) be careful of spaghetti, chopsticks, etc
7) meat - cut one piece at a time
8) don't place bags, sunglasses on the table
9) ****wait until everyone has been served, senior most person eats first
10) don't apply makeup at table
11) pace yourself. Finish at the same time as everyone else
12) rest utensils on plate not table
13) don't hold a utensil and cup at same time
14) if there's a problem with your meal, discreetly tell the waiter
15) soup- stir it to cool it, spoon it away from you
16) take small bites so you don't have to chew long if you need to answer a question

Elevators
1) personal space. Don't touch another person unless lack of space warrants it
2) no cell phones
3) mirrors aren't for personal grooming
4) if you are at the front and people at the back need to get off, simply exit the elevator and hold the door for those who are editing
5) as people enter a full elevator, the person closest to the control panel should ask for floor choices
6) stand with handbag or briefcase in the fig leaf position