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**7 Weeks**  
Part-time Course

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# Image Development

*... for the man who wants to succeed!*



### Grooming and Presentation

Make sure your first impression is a good one.

Topics include:

- skin care
- shaving and after shaves
- hair care and styles
- hand and nail care

### Body Language

- Deportment
- Posture
- Body language

### Wardrobe

Create a professional image.

- Fashion, colour, styling, use of accessories (ie: ties, belts, socks, shoes etc.)
- Business and casual dressing
- Dressing for success

### Diet and Exercise

You will receive assistance with:

- improving your current diet
- maintaining a healthy eating plan for life
- incorporating exercise into your lifestyle
- tips on nutritious snack alternatives

### Speech Enhancement

- Diction, voice projection and modulation
- Practical training includes use of video equipment
- Public speaking skills

### Social and Business Etiquette

- Make introductions confidently
- Dining out (ie: wines, cutlery, chopsticks, table etiquette, tipping)
- Telephone/mobile etiquette
- Dressing for the occasion

### Job Interview Training

Prepare now for future job interviews! Our special 'employment preparation lesson' will assist you in:

- preparing your resumé
- job interview skills; questions and answers
- dressing for success
- making a positive first impression

### Communication Skills

- Listening skills
- Starting and maintaining a conversation
- Knowing what to say and how to say it
- Expressing yourself with confidence

