



WORKPLACE PERSONAL GROOMING & MAKEUP



**In-house company
training
available upon
request**

1-DAY FULL TIME COURSE

This course is designed to hone the skills needed to understand and appreciate the appropriate style of self-presentation. As a result, you will gain improved self-confidence which is an essential life skill for future success.

Topics:

- Body Language for Professionalism
- Business and Social Etiquette
- Color Psychology
- "I Mean Business" Attire
- Professional Makeup Demonstration

Contact us at 011-59131301
or email at admin@prominent.edu.my





ABOUT US



Accredited Training Provider

Prominent Education & Skills was incorporated in January 2012 that aims to drive Malaysia's talent development aspiration. It owns Prominent Academy, an accredited training provider by the Department of Skills Development Malaysia, HRDCorp and EIS Malaysia. Under the same group, RISEBAH is the subsidiary, established to reach out to the community through advocacy in education and skills training-related social activities.



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TRAINING OUTLINE

1. INTRODUCTION
2. THE IMPACT OF YOUR IMAGE
3. BODY LANGUAGE OF PROFESSIONALISM
4. BUSINESS AND SOCIAL ETIQUETTE
 - Introduction to Etiquette
 - Meeting and greeting
 - Handshakes - Cultural nuances and sensitivities
 - Business card Etiquette
5. FINE DINING
6. COLOR PSYCHOLOGY
7. BUSINESS WARDROBE MANAGEMENT
8. DEVELOP A PROFESSIONAL DRESS SENSE THAT SAYS
"I MEAN BUSINESS"
9. PROFESSIONAL MAKE-UP AND GROOMING FOR MAN &
WOMEN



*Special makeup coaching session
by MUA Joy Pare*