

Personal Grooming Organization Skills Self-Awareness



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<http://graphic.com.gh/lifestyle/life/13097-grooming-and-business-etiquette-for-you.html>

About the Presenter



- CUT Senior Lecturer and ICT Fellow
- Visiting from the United States this semester
- Degrees in Engineering, Ph.D. Computer Science
- 35 successful years in industry, and still going
- Specialty: computational science, research engineering
- Career Development Facilitator
 - <http://InformationAnthology.net/CareerMentor>

Slides for this talk

<http://InformationAnthology.net/StudentTransitionWorkshop>

Material Integrated



- Mrs Emma Addo-Owusu
<http://graphic.com.gh/lifestyle/life/13097-grooming-and-business-etiquette-for-you.html>
- Ms. Molly Smith, Department of Human Performance, Weber State University
<http://www.weber.edu/wsuiimages/mollysmith/4990Presentation/Job%20Interview.ppt>
- Internship and Career Center, University of California at Davis
<http://icc.ucdavis.edu/files/interviewing.ppt>
- Savannah River Nuclear Solutions
<http://leap.srs.gov/files/etiquettepresentation.ppt>
- Ms. Julie Way, Michigan Tech Career Services
<http://www.mtu.edu/career/about/presentations/2012-13/etiquette.ppt>
- College of Communications, California State University at Fullerton
http://commfaculty.fullerton.edu/jhayes/000-Web-HCOM100/001-PowerPoints/02-SELFAWARE.PPTselfaware_souza.ppt
- Mr. Jim Wilwerding, Department of Psychology, Des Moines Area Community College
http://www.dmacc.edu/instructors/jwilwerding/welcome_files/Psychology%20of%20Relationships/Self-Awareness.ppt

Importance of Topic



- While we should not be vain, how we look matters
- How we behave also matters
- As does our interaction within an organization
- Three important aspects
 - personal grooming
 - organization skills
 - self-awareness
- In our short time together we will explore these

Personal Grooming



- Grooming deals with issues relating to the overall physical image presented by an individual
- Personal image expands to enhance or detract from that of your group within an organization
- This image can either enhance or tarnish the impression gained by others
- Physical looks are a component of that impression
- What YOU do, or fail to do, affects others
- Best not be sloppy in that regard

Dress and Grooming for Business

- You need a sense of the style of the organization
- Some are informal
- Some are very formal
- Some orient on a particular national culture
- Dress appropriate for the situation and organization

Rules of Thumb



- No sleeveless shirts
- Have your clothes pressed
- No open-toe shoes
- Pantyhose for women
- Socks for men
- Clothes should be comfortable
 - avoid too tight, too short
- Everything should be clean
- Nothing torn or worn out

Accessories

- Shoes
 - Polished, comfortable
- Socks/Hose
 - Do not be without them
- Belts
 - If have belt loops, wear a belt
- Jewelry
 - Minimal
- Purse or Attaché Case
- Light perfume or cologne

Hints

- Dress for the position you want, not the position you have
- Men
 - Wear a white t-shirt under your dress shirt
 - helps with perspiration
 - Have someone help you tie your tie if necessary
- Women
 - Pull hair back
 - Go easy on make up
 - One ring per hand

Different clothing types



- Professional Dress
 - Interview outfit
 - Daily clothing for professional office setting
- Business Casual Dress
 - Dress down Fridays or casual office environment
 - Career Fair
- Casual Dress
 - Company picnic
 - Traveling for work

Women's Professional



Women's Business Casual



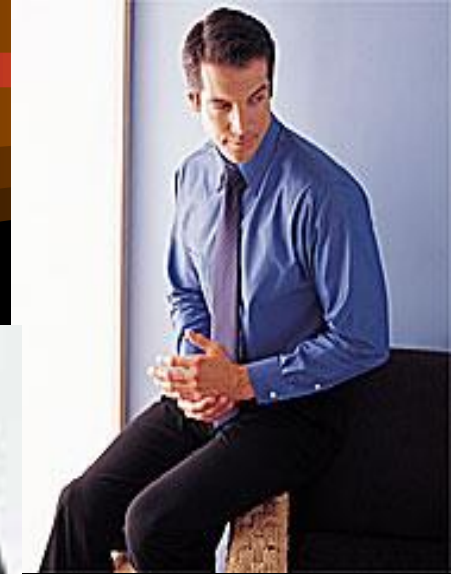
Women's Casual



Men's Professional



Men's Business Casual



Men's Casual



For Women at Work

- ☞ Wear a suit, skirt and tailored jacket, dress with sleeves, or dress with jacket in conservative style, color, fabric
- ☞ Be feminine, but business-like
- ☞ Hair in conservative style; nails manicured, short to mid-length, clear or light color polish
- ☞ Keep make-up and accessories to minimum
 - less is more

For Men at Work

- ☞ Wear a suit, blue or gray, in conservative style
- ☞ Blazer, slacks and shirt with collar but without tie are acceptable in some instances, if freshly pressed
- ☞ Solid color shirts
- ☞ Conservative ties
- ☞ Eliminate earrings, flashy jewelry, strong after-shave
- ☞ Conservative style hair, sideburns, beard
- ☞ Dress style shoes, polished and repaired

Organization Skills



- Comes down to your personal behavior
- Relates to mannerisms that are crucial to conducting good business and having well-functioning organizations
- Ranges from business, social, and communication manners in formal and informal situations
- Involves proper attitudes that enable individuals to function efficiently and effectively within their assigned responsibilities

Career Limiting Behavior

(how to break these bad habits)

- **Poor Time Management**
 - Prioritize
 - Learn to say “no”
- **Ignoring your Career**
 - Take on a high profile project
 - Increase your internal network
 - Find a mentor
 - Learn quickly
 - Share knowledge
- **Not Responding to Requests**
 - Ask for help
 - Communicate that you can't meet the deadline, or take care of it
- **Lack of Follow Up/Follow Through**
 - Create a project plan
 - Publish progress reports
- **Failure to Follow Instructions**
 - Don't skim, read for understanding
 - Pay attention to details before submitting projects
- **Downplaying Personal Presence**
 - Dress for the next position
 - Adjust your verbal and body language
 - Never assume you are on a first-name basis

More Bad Habits to Break

- Unreliability - Stick to your commitments
- “Not my job” Attitude
- Procrastination – Prioritize to finish important tasks
- Resistance to Change
- Negative Attitude
- Distracted by Phone or Watch
- Acting as if not interested – Engage!
Most importantly, LISTEN

Avoid Gossip



- Distance yourself from office gossip and participating in 'the grapevine'
- Be able to identify rumors and gossip
- Be certain to have the facts before sharing information with others
- When someone tries to share gossip with you
 - Walk away
 - Change the subject
 - Say, "I'm not comfortable talking about that"

Be Aware of Generation Gap

Perception of older generation:

- Entitlement
- Declining Work Ethic
- Less Respect for Authority
- Work Independently

Reality of today's generation:

- Global and competitive market
- Willingness to change job for better opportunities
- Focus, Finish, Leave (Work/Life Balance)
- Desire to know “Why” when asked to complete a task
- Technology driven

Meetings



- Host should send a planned agenda ahead of time with clear objectives
- Start and stop on time
- Do not wait for latecomers
- Meetings should be focused on topics related to overall strategies
- Allow all participants to be involved
- Encourage participation
- Encourage interchange
 - this is when the best ideas arise

If you are Meeting Guest



- Take host's lead
- Wait to be invited to sit
- Be prepared
- Show your attentiveness through your posture and participation

If you are Lunch or Dinner Guest

- Dress to impress
- Follow host's lead
- Wait to be invited to sit
- Avoid alcohol
- Order food easily negotiable with fork and knife
- Order middle of the road pricewise

If you are Lunch or Dinner Host

- Provide as much information as possible when invitation is offered
- Make prior arrangements for payment
- Nurture your personal/social relationships
- Wait until dessert or coffee to discuss business

Formal Dining



A. Napkin B. Salad Fork C. Dinner Fork D. Fish Fork
E. Soup Bowl F. Soup Plate G. Dinner Plate H. Dinner Knife
I. Fish Knife J. Soup Spoon K. Bread Plate L. Butter Knife
M. Dessert Spoon N. Dessert Fork O. Water Goblet P. Red
Wine Glass Q. White Wine Glass

- Immediately place napkin in your lap.
- For silverware, work your way from the outside in, towards the plate.
- Wait for everyone to receive their food before eating.
- Pass condiments to the right.
- Once used, do not place silverware on the table.
- When cutting, only cut a small amount at a time.
- When you are finished, place the silverware at 5 o'clock/10 o'clock as pictured.



At a Party or Informal Outing



- Don't let casual settings lull you into unprofessional behavior, consumption, or dress
- Participate enthusiastically
- Use this opportunity to meet new people
- Be sure to send a handwritten thank you note to your host(s) within 24 hours

People

- **Relationship:** The state of being mutually interested
 - reverence or respect for another
 - to be involved and concerned
- Maintain a database of personal knowledge on individuals in which you want to follow up or cultivate a relationship (children's names, birthdays, etc)
- Communicate openly and clearly
- Conversational topics that are generally taboo: Tasteless jokes, politics, religion, finances, family tragedy, health, life's disappointments
- Safe topics: Sports, Cultural events, food and local attractions, books, movies, vacation ideas
- Being late regularly shows selfish and disrespectful behavior

More on Relationships

- Make a positive and genuine connection to your co-workers and business associates
- Ask, “How are you?” and really mean it
- Ask about family, friends, hobbies, vacations
- Remember details
- Maintain eye contact
- Keep your language clean, no cursing or swearing
- Bring treats to the break room
- Join in office activities, fundraisers, and events
- Send prompt thank you notes or letters

Presence



- Show confidence, attentiveness, enthusiasm through excellent posture
- Present a positive, open, and friendly expression
- Smile often
- Maintain respectful eye contact
- Use clean and proper language
- Shake hands firmly and warmly

Cultures and Expectations Vary

- Not only between organizations and groups but also between nations and national regions
- We have discussed generalities that will serve you well in most situations
- People will know you are “not from around here”
- Most are patient, they will help you cope and learn
- Do your due-diligence
 - always study lions before going into the lion’s den
 - preparing ahead earns respect
- Take advice from those you trust

Self-Awareness



- Your ability to stand outside yourself and see how your behavior and appearance impact others and the rest of the organization
- Know yourself
- Admit to yourself – Do not deceive yourself
- Manage yourself
- Seek constant personal improvement
- Listen to wise counsel

Who are You?



- **Self-concept:** your subjective *description* of who you think you are
- **Self-esteem:** your *evaluation* of who you are
- **Self-image:** your view of yourself in particular situations
- **Self-expectations:** goals we set for ourselves

Components



- **Attitude:** A learned predisposition to respond to a person, object, or idea in a favorable or unfavorable way
- **Beliefs:** The way in which you structure your understanding of reality, whether or not that understanding reflects reality
- **Values:** Enduring concepts of good and bad, right and wrong

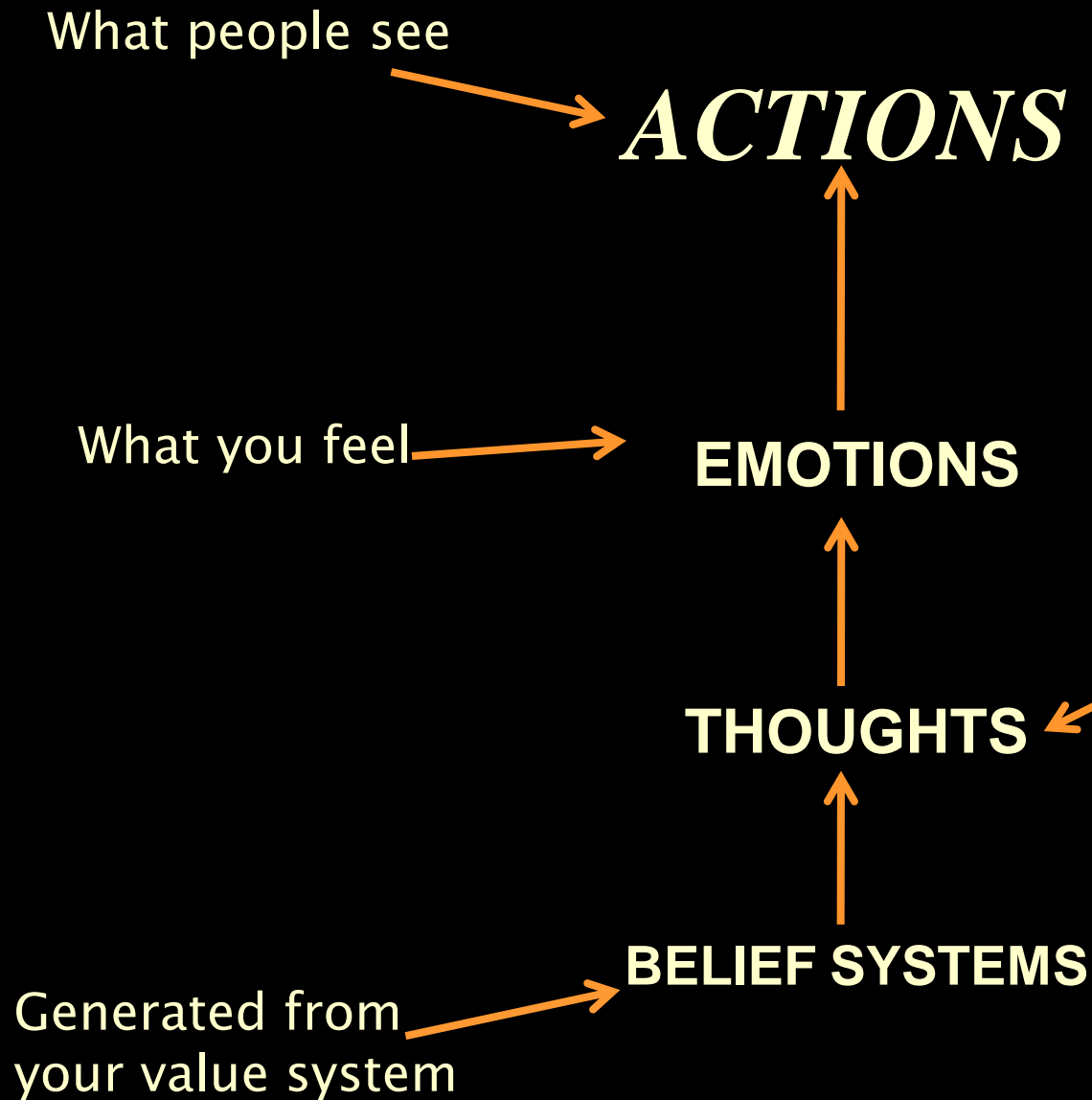
YOU Must Evolve in a Positive Way



- Your communication with other individuals
- Your association with groups
- Roles you assume
- Your self-labels

Does not Happen in a Vacuum

- Self-concept is affected by others but we are not blank slates
- **Self-reflectiveness** the human ability to think about what we are doing while we are doing it
- Self-observation and reflection reveal strengths that encourage us to assume new baseline
 - roles
 - groups
 - self-concept
 - behaviors



What you believe affects what you think.

What you think affects how you feel.

These all lead to how you act.

Actions Affect Careers



- Do not deceive yourself into a failed career
- Types of deception
 - Distraction
 - Camouflage
 - Physical deception through alteration of appearances
 - Dissimulation
 - concealing truth, telling half-truths
 - Slight of hand
 - Propaganda
 - Self-deception – concealment of self from self

Deception of Others vs. Self-Deception

- ▶ Can be harmful to people
- ▶ Has a disregard for the truth
- ▶ Generally has a tone of manipulation
- ▶ Leaves others feeling betrayed
- ▶ Undermines another's agency.

DECEPTION

- ▶ Can be harmful to people
- ▶ Has a disregard for the truth
- ▶ Involves the manipulation of oneself
- ▶ Undermines one's self-esteem and performance
- ▶ Can become habitual with a need to be perpetuated – a need to see oneself in a certain way despite the evidence to the contrary

SELF-DECEPTION

Know Thyself - Leader Implications

- ▶ It is the most difficult task any of us faces
- ▶ To stay in a state of knowing ourselves
- ▶ To understand both our strengths and weaknesses
- ▶ To know *what* we want to do and *why*
- ▶ A leader never lies to himself
 - ▶ especially about himself
 - ▶ knows his flaws and assets
 - ▶ deals with them directly
- ▶ Lack of awareness, whether through neglect or arrogance is a major contributor to career derailment and business failure

Summary



- Three interconnected subjects
 - personal grooming
 - organization skills
 - self-awareness
- Three essential components of success
- Put the pieces together
- Enable your performance thereby
- Allows you to move forward into an increasingly brighter future