

**LESSON TITLE:** Appearance and Professional Image

**INTRODUCTION:** This module concentrates on the importance of good appearance and professional image. Students will learn the importance of proper dress and acceptable behavior on the job.

**OBJECTIVES:** The student will:

- Understand how appearance affects success on the job
- Understand the importance of using proper and appropriate language (texts, e-mails, voice mail, and writing) on the job.

### **MODULE OVERVIEW**

First impressions are crucial, but image and appearance after that time are equally important. Employers hope for their employees to continue to shine the way they did during initial contact. Finding success in the workplace begins and continues with professional appearance and image.

### **RESOURCES AND ACTIVITIES**

- Appearance and Professional Image PowerPoint
- Appearance and Professional Image1
- Appearance and Professional Image2

### **Soft Skills @ Work**

