



# CORPORATE BUSINESS ENHANCEMENT

Date : 20 & 21 Mar 2018

Venue : Hotel Istana, KL

This workshop is a comprehensive training program that equips professionals at any level within an organization with the right tools to sharpen their image.

An individual's ability to project a confident positive image and communicate effectively in an organization will result in higher productivity and performance, better interpersonal relationships with co-workers, and increased job satisfaction, not to mention, leaving a positive and powerful lasting impression on clients and customers.

## LEARNING OBJECTIVES

After attending this 2-days course, you will return to your job ...

- Be able to present themselves with poise and confidence.
- Have the knowledge on how to be well groomed at all times.
- Develop good dress sense and style professionally and socially.
- Have the confidence to carry themselves with appropriate conduct and etiquette in any situation.

## WHO SHOULD ATTEND

Officers, Executives, Receptionists, Customer Service, Assistant Managers, Managers who has to face and service customers in their daily line of duty.

## COURSE OUTLINE

### Module 1: Image Analysis.

- What is image?
- How is image formed?
- Image audit.

### Module 2: Tips on Good Grooming.

- Image Spoilers.
- Magic of colors.

### Module 3: Dressing With Impact.

- Dress sense.
- Body Shapes.
- Personality Styles.
- Color choice.

### Module 4: Dressing With Impact.

- Styles and color choice.
- Corporate wardrobe.
- Clothes coordination.
- Dressing for presentation.
- Accessories.
- Hijab Tying for Muslimah.

### Module 5: Makeup.

- Basic Skin Care.
- Basic Makeup.
- Dos and Dont of Makeup for Frontline/Customer Service.

### Module 6: Dressing Right.

- Analysis and review.

### Module 7: Deportment and Poise.

### Module 8: Business / Social Etiquette.

- Office etiquette.
- Comfort zone.
- Proper introductions.
- Handshakes.
- Business card.
- Body language.
- Meeting manners.
- Speaking with confidence.

## METHODOLOGY

This course will be conducted via mini-lectures, discussion, activities, role play and questionnaires.

## SPEAKER'S PROFILE

Ann graduated with a Bachelor of Arts in Business Management (Honors), from the University of Northumbria, United Kingdom. She is a PSMB and MIM certified trainer and has also completed The AsiaWorks Basic Training, Advanced Course and Leadership program. In addition, she has obtained a 10 Days Professional Image Certification by Emage Style Consultancy an affiliation with Association of Image Consultants International (AICI).

Ann was directly involved with styling for shows such as the BOH Cameronian Awards Night for 3 consecutive years and assistant stylist and wardrobe for MUD, The Story of Kuala Lumpur (Musical). In 2015, she was involve and in charge of talent search, management, assistant stylist and wardrobe for the 1st Komik Kon Malaysia.

As an entrepreneur in Image Consulting and Personal Grooming, she helps people find out what works for them and is passionate that everyone can look and feel their best within their budget. With her flair and charm when dealing with people, Ann is on a mission to train, motivate and inspire the next generation by building self-esteem and personal branding.

Ann has imparted her knowledge and expertise to many well-established organisations and corporate companies, namely NESTLE, TESCO MALAYSIA, MAYBANK, SP SETIA, IBM, BANK ISLAM, PERODUA, GREY WORLDWIDE SDN.BHD, DELL MALAYSIA, THE STAR PUBLICATION, GUINNESS ANCHOR BERHAD, RECKITT BENKISER, WEBE, METRO HOTEL, ZTE MALAYSIA, SLIM PROGRAM, UEM, SAFE GUARD, BANK ISLAM, HSBC, HANWHA Q-CELLS, FLEXTRONICS, DIGI, HONDA MALAYSIA, GIANT MALAYSIA, LBG GROUP, DHL MALAYSIA, CELCOM, UNIFI, HEINEKEN MALAYSIA, MALAYSIA AIRPORTS NIAGA, SAMSUNG CORNING, TAMCO SWITCHGEAR.

## INVESTMENT FEES

**RM1,590.00** (including GST) per participant.

**REGISTER 3 PARTICIPANTS FROM THE SAME ORGANIZATION, THE 4TH PARTICIPANT IS FREE!**

**Notes:** Certificate and lunch provided.

## TO REGISTER

Call us at (03) 2072 5003

Email : [corporate@malverninternational.edu.my](mailto:corporate@malverninternational.edu.my)

### Our address :

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**DEADLINE FOR REGISTRATION : 16<sup>TH</sup> MAR 2018**



We Are An Approved Training Provider Under SBL Scheme  
With Pembangunan Sumber Manusia Berhad  
(PSMB/HRDF)