



Workshop: **Professional Image and Etiquette Workshop**
(Limited to 50 participants)

Brief Synopsis: A good first impression is never more important than when attending an interview, or when starting out in that coveted internship, training contract or new job. Being able to project professionalism in dress and behaviour is key to establishing credibility, and can help you enhance your personal brand and build strong relationships.

This half-day workshop aims to provide you with the knowledge and skills to dress and groom professionally, as well as demonstrate appropriate business and workplace etiquette.

The topics to be covered in the workshop include:

- The psychology of colours
 - What are appropriate or 'safe' colours to wear for interviews
- Dressing for corporate success for both ladies and gentlemen
 - What to wear for formal interviews
 - How to dress in smart casuals for networking events
 - Recommendations on bags, shoes and accessories that make good investment pieces
- Personal hygiene and grooming
- Business manners and etiquette
 - Projecting professional presence through one's mannerisms
- Business entertainment and dining etiquette

Event Details

Date: 23 September 2019, Monday

Time: 1000H to 1430H (Please do not be late)
Lunch will be provided.

Venue: Blk B, 4th Level, **Seminar Room 4-4**
National University of Singapore, Faculty of Law

Registration: <https://tinyurl.com/y6hfth7u>

Fee: \$60/participant fully subsidized by the Faculty of Law and is inclusive –
▪ Course Material
▪ Lunch

Please note that any student who defaults on attendance without a valid reason after registration will have to bear the cost of the workshop personally.

TRAINER



Cindy Tien (B.A, AICI CIC, ACTA, CBCC)
Senior Consultant & Corporate Trainer
IMAGEWORKS PTE. LTD.

Imageworks Pte Ltd was established in 1995, and has over 20 years of experience in enhancing the polish in people.

Cindy Tien is a seasoned speaker, trainer and coach in personal branding, emotional quotient and social intelligence. She has worked with global MNCs and corporate clients from diverse industries including banking and financial institutions, property developers, luxury and retail, government agencies and universities.

Cindy believes that everyone has the potential to be an authentic personal brand, and takes pride in helping individuals elevate their ability to influence and connect with people through their appearance, behaviour and communication skills. With more than a decade of global sales experience in the advertising, financial and travel industries, Cindy is able to interact well with people across all levels, understand corporate needs, and deliver effective solutions to meet client requirements.