

PERSONALITY DEVELOPMENT

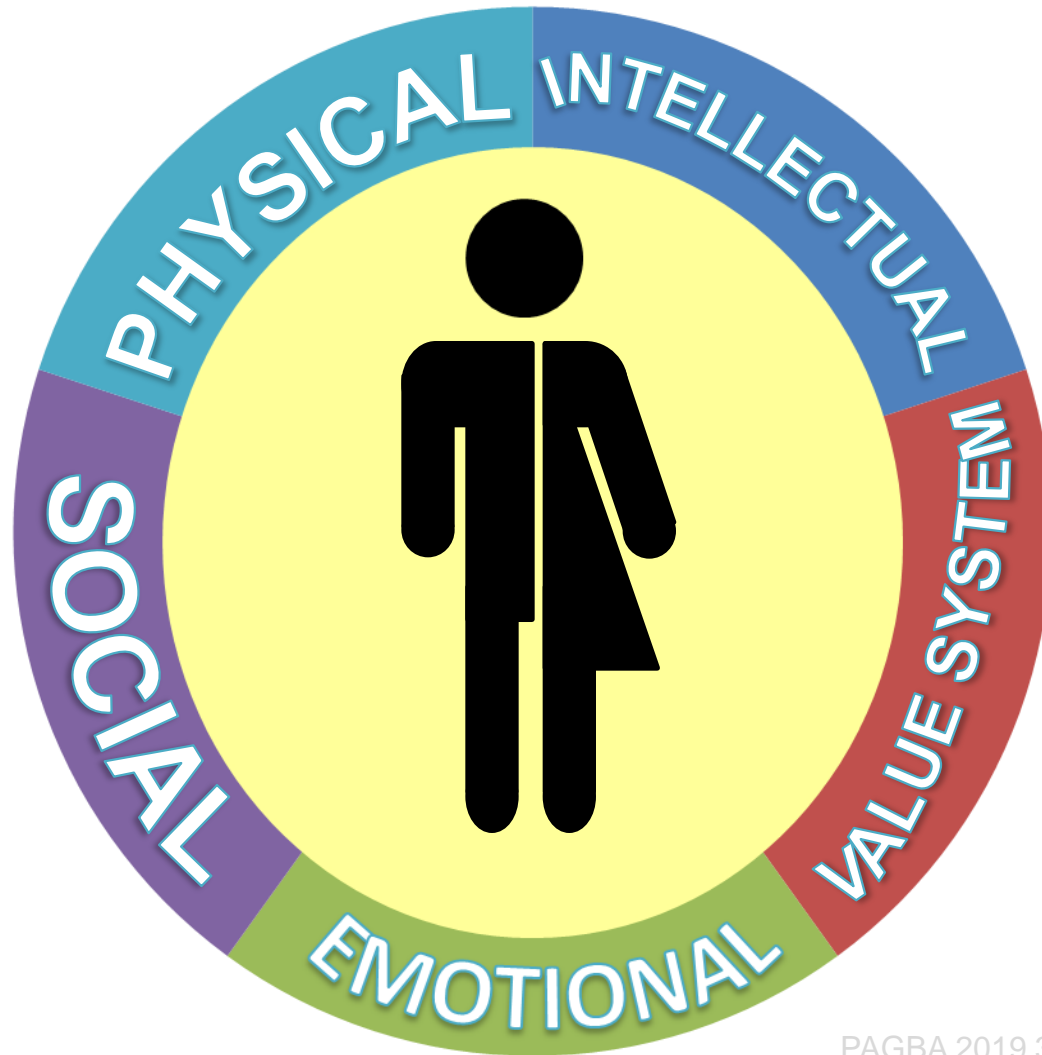
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Personality

Is the sum total of the qualities and characteristics of a person as shown in her manner of walking, talking, dressing and her attitudes, interests and ways of reacting to other people.



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5 ASPECTS OF PERSONALITY

Components of Personality

1. Physical

- Health
- Hygiene
- Posture
- Manner of walking/standing
- Mode of Dressing

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GROOMING CHECKUP

- Do you bathe daily?
- Are you free from unsightly hair (underarms, nose, ears, legs)?
- Is your face clean and not shiny?

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GROOMING CHECKUP

- Is your hair clean and well-combed?
- Do you guard against bad breath?
- Are your clothes neat and clean?

GROOMING CHECKUP

- Do you wear stockings without run or snags?
- Are your shoes clean and not worn-out?
- Are your clothes appropriate for the day's activities?

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POSTURE

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Posture

- Posture is the secret of the regal walk.
- A perfect posture can make you attractive.
- Drooping shoulders, stomach out, back hunched may lead to disfigurement.
- The way most of us walk, stand, sit and stoop is so incorrect that we are piling up future aches and pains, and in some cases, serious illnesses.

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Standing Position

- Neck erect, chin parallel to the floor
- Shoulder blade flat on the wall
- Abdomen flat
- Back curves not too much
- One foot slightly ahead of the other.

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Perfect | Alignment

1. Stand with your back against the wall
2. With your heel about two inches from the wall.
3. Press your head and back flat against the wall.
4. Put your chin in parallel position with the floor.
5. Your neck should be erect.
6. The shoulder and the waist portion of your body should touch the wall.

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Walking

- Toes pointing straight
- Arms slightly brushing on sides
- Walking along an imaginary straight line
- Feet parallel and close together
- No exaggerated hip movement
- Body not bouncing up and down

Sitting

- Lower self gracefully at the edge of the chair
- Move to back of the chair with easy motion
- Bag placed on lap; hands folded on one side
- Sit erect with back touching seat rest
- Legs crossed in diagonal position
- Sit with knees close together
- Stand up using leg muscles

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Building a Work Wardrobe

- Follow the Organization's code, if there is any.
- Be consistently well-groomed, tidy, and dressed in attire that fits you properly.
- Remember to buy the best quality you can afford.

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Building a Work Wardrobe

- Dress appropriately.
- Keep your choices simple and sophisticated.
- Start with the basic colors: black, navy blue, charcoal gray, white and khaki

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Men's Basic Corporate Wardrobe



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Men's Basic Corporate Wardrobe



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Men's Basic Corporate Wardrobe

- Trousers. Get three pairs of dressy trousers. Make sure to choose colors that blend well with your blazers.
- Shirts. The core wardrobe requires at least three business shirts of white and light blue.

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Men's Basic Corporate Wardrobe



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Ladies' Basic Corporate Wardrobe



Ladies' Basic Corporate Wardrobe



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Ladies' Basic Corporate Wardrobe



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Ladies' Basic Corporate Wardrobe

- Jewelry. A confident woman does not need a lot of jewelry. Tiny stud earrings and simple pearls are elegant.
- Be guided by the Rule of “8”

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LAWS OF PROPORTION

- Small patterns diminish weight.
- Transparent or clinging fabrics reveal figure faults and imperfections.
- Scaled-to-size accessories are the secret to balance.
- Dramatize your good points. Select clothing to “show off your assets.”

LAWS OF PROPORTION

- An unbroken line appears longer.
- Height gives the illusion of slenderness.
- Light color adds weight.
- Dark colors diminish weight.
- Light-reflective and shiny fabrics add weight.
- Bulky or heavy fabrics add weight.
- Large patterns add weight.

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Components of Personality

2. Intellectual

- How a person talks and what she/he talks about
- Read books, magazines, newspapers
- Indulge in puzzles, boardgames, videogames
- Indulge in intellectual discussions

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Components of Personality

3. Social

- To act in a proper manner
- Go out and meet people
- Re-connect with friends
- Learn social graces/protocol/manners

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Proper Handshake

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HANDSHAKES

- Always shake hands with your right hand.
- Always accept a gesture of handshake. It is considered rude and disrespectful to refuse or ignore an offer of a handshake.
- If you are holding a drink, especially during cocktails, hold it with your left hand so that your right hand is always free to shake hands when you are introduced to somebody.

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HANDSHAKES

- If your hands are both full, say with a drink on one hand and an appetizer on the other, and a person extends his hand to you, just politely say “It is so nice to meet you, excuse me (or forgive me) but my a hands are full.”

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HANDSHAKES

- Handshakes should be firm, but not too tight.
- Lasts no longer than 4 seconds. Always give a warm handshake.

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KISSING

- Kissing both cheeks is a traditional greeting in much of Europe or in cultures influenced by European traditions.
- Kissing is usually accompanied by an embrace, which may be close or involve only arm touching.

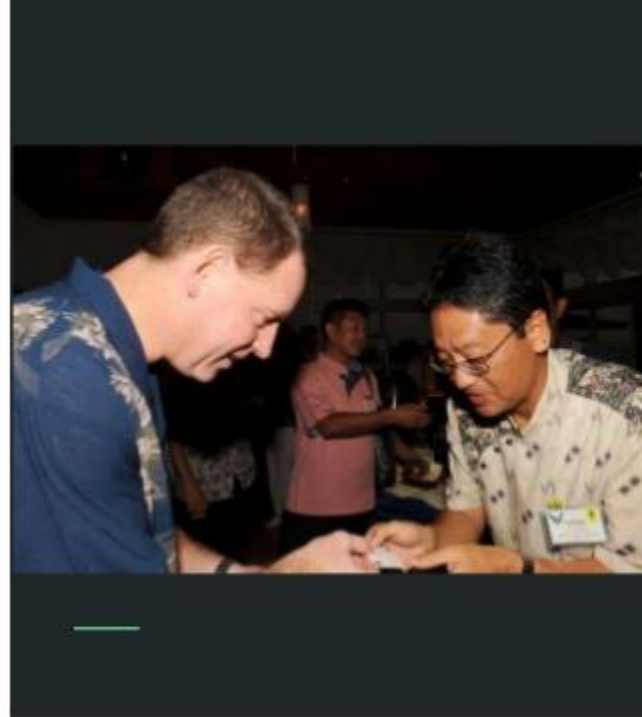
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KISSING

- To avoid dodging a collision when greeting with a kiss, go for the person's right cheek first.

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Basic Business Card Etiquette



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BUSINESS CARDS

- Use both hands in handing your card. The name printed on the card should face the receiver.
- It is the same when receiving a card, use both hands, using thumb and forefingers, to receive the card. Look at the card, read it to show appreciation. Do not put the card away immediately.

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BUSINESS CARDS

- When you are seated and in front of a table, it is also very polite to place the cards on the table for a while, or throughout the duration of your conversation.
- Business cards should always be formal. Fonts and font sizes should be easy to read.

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TABLE MANNERS





- 1 - Dinner Plate
- 2 - Napkin
- 3 - Salad Fork
- 4 - Dinner Fork

- 5 - Dinner Knife
- 6 - Tea/Dessert Spoon
- 7 - Soup Spoon
- 8 - Water Glass
- 9 - Wine Glass

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2a - Service Plate
 2b - Bread Plate
 3a - Salad Fork
 3b - Dinner Fork

3c - Dinner Knife
 3d - Salad Knife
 3e - Soup Spoon
 3g - Dessert Fork
 3h - Dessert Spoon

4a - Water Glass
 4b - White Wine
 4c - Red Wine
 5 - Dinner Napkin

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Table Napkin



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Eating Spaghetti

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Components of Personality

4. Emotional

- Consider the health of our relationship with others most especially our loved ones.
- Exercise forgiveness/humility
- Practice generosity of spirit

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Components of Personality

5. Value System/Spiritual

- Our spirituality defines our core, our foundation, our reason for living.
- Spend time in solitude (dedicate some time in prayer/meditation)
- Have positive outlook in life

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**“Personality development separates
you from the crowd.”**

C. JoyBell C.

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Thank you!

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TELEPHONE ETIQUETTE

TELEPHONE ETIQUETTE

- Answer telephone call promptly and politely. Speak clearly and avoid interrupting the caller if he is speaking.
- Speak with a smile in your voice.
- Cover the mouthpiece if by any chance you have to talk to someone else.

TELEPHONE ETIQUETTE

- Refrain from disclosing unnecessarily, the exact whereabouts of the person who the call is intended for.
- Person of higher rank should not be made to wait until the person of lower rank answers the telephone.

TELEPHONE ETIQUETTE

- Have a paper and pencil ready for taking messages.
- If you have to put a caller on hold, tell him why and thank him afterwards for waiting. If the interruption will take a while, offer to call back and do call back.

TELEPHONE ETIQUETTE

- Be polite enough to give the caller your undivided attention during telephone conversations.
- Do not **hover around** while waiting for a co-worker to get off the phone. Leave a note for them to call you or return later.
- End the call properly, don't abruptly end the conversation and put down the phone.