

INSTRUCTOR'S GUIDE
FOR
Looking Sharp
Practical Tips on Grooming for Success

OVERVIEW

This program covers the basic principles of good grooming for both men and women. Professionals in various grooming specialties, as well as human resources, provide tips and advice about how students can improve their grooming to create a more professional and appropriate image. Also discussed is the importance of proper grooming when looking for a job.

PRESENTATION SUGGESTIONS

Begin the class by asking the students to give examples of why good grooming is important when interviewing for a job. Have the class compile a list of 3 reasons and write these on the board/overhead.

Complete the **Anticipation Quiz** before viewing the video *Looking Sharp: Practical Tips on Grooming for Success*. Have the students set aside the completed quizzes until after the video presentation.

Just before viewing, emphasize to the students that they will need to take notes. They must write at least three grooming tips that they have learned and will apply to their personal routine.

At the conclusion of the video, ask the students to take out their **Anticipation Quizzes** and review the responses. Allow time for students to add or delete information to make each of their responses correct. Discuss the responses. Follow the discussion with the follow-up **Activity**.

Complete the **Quick Quiz** in class and correct the quizzes together as a group. Assign the **Homework Option** if desired.

ANTICIPATION QUIZ

Note: Complete this quiz prior to viewing the video *Looking Sharp: Practical Tips on Grooming for Success*. The questions may be read aloud, allowing time for student responses, or copied and distributed to the students as a written exercise.

Directions: Respond to each question as thoroughly and completely as possible.

1. Give five examples of proper grooming.
2. What does “company culture” mean?
3. What is the best way to find out what the company culture is before going on an interview?

ACTIVITY

Title: First Impressions

Format: Small group

Time: 20–30 minutes

Materials: Pre-selected photographs (mounting these on cardboard or poster board makes them easier to handle, but is not necessary), paper, pen, pencil, chalkboard or dry-erase board

Procedure:

1. In advance, prepare 10 magazine or other easily obtained photos of people— young, old, neat, sloppy, with a variety of hair styles, jewelry (i.e., men with earrings, people with piercings) clothes and expressions, but all should look like they could possibly be showing up for a job interview.
2. Have the students take out a sheet of paper and break into three groups.
3. Pass a few photos to each group. Ask the students to write down the first three words that come to mind when they see each photo. Encourage them to only spend a few seconds looking at each photo.
4. Have one person in each group write down all the observations for each photo, making note of the most popular ones. Rotate the clusters of photos every few minutes.
5. After all the photos have made the rounds, go through them one by one and ask the three group representatives to share their most popular observations. Keep a log on the chalkboard and see how often the three groups come up with the same words for the same pictures. Also note the overall words that are used most often; they tend to be pretty decisive.
6. Sort the photos into two categories: positive impressions and negative impressions.
7. Discuss each photo in slightly more detail. If it creates a positive impression, talk about what makes it positive. If it creates a negative impression, have them explain how the look could become a more positive one.

QUICK QUIZ

Note: These quiz questions may be read aloud, allowing time for students to respond, or copied and distributed as a written exercise.

Directions: Answer each question with at least one sentence.

1. Name three grooming tips that were discussed in the video and are of interest to you. Explain why.
2. Name three reasons why grooming is important when looking for a job.
3. What is the most helpful piece of information you got out of the video?

ANSWER KEY

1. Answers will vary.
2. It takes a matter of seconds to make a first impression; you won't get a second chance! Clothes are only part of the image; personal hygiene is important, too.

Company culture will determine what to wear to an interview (hair, earrings, facial hair, etc.). How you present yourself in an interview represents how you would perform. Employers hire and promote people who look and act professional. Answers will vary.

3. Answers will vary.

HOMEWORK OPTION

For the next class, pretend that everyone will be interviewing for a summer job at a favorite store or restaurant. Have each student come dressed and groomed as if they are job candidates. Have them take turns walking in front of the classroom. Let the class vote on the basis of personal grooming only, as to who is the most hireable. When the class votes, have them make anonymous written comments on what is good and bad about each person's grooming, and then discuss the comments once the voting is complete.

(Note: Be sure to look over the comments before reading them aloud so as to include only the most constructive feedback!)