

Personality Development



Presented By: Apoorva Batra

- Company: www.leadgenx.org
- Contact no(India):9999207424
9818634521
- Contact no(USA):(408)385.1208
(918)347.7034
- Email : abatra@gunaintl.com
- Email: apoorvabatra@yahoo.co.in

PERSONALITY DEVELOPMENT

Grooming

An Essential Part of Personality Development

Why is it important?

- Grooming is very important for creating a good image.
- For enhancement of our outer appearance.
- An integral part of personality development.
- Grooming is directly proportionate to confidence.
- Important for a positive self image.
- For creating the first impression and a lasting one.



Perceptions

We are perceived based on our outer appearance. Some perceptions that people draw based solely on your appearance are:

- Your professionalism
- Your credibility
- Your level of sophistication
- Your confidence levels



Personal Grooming

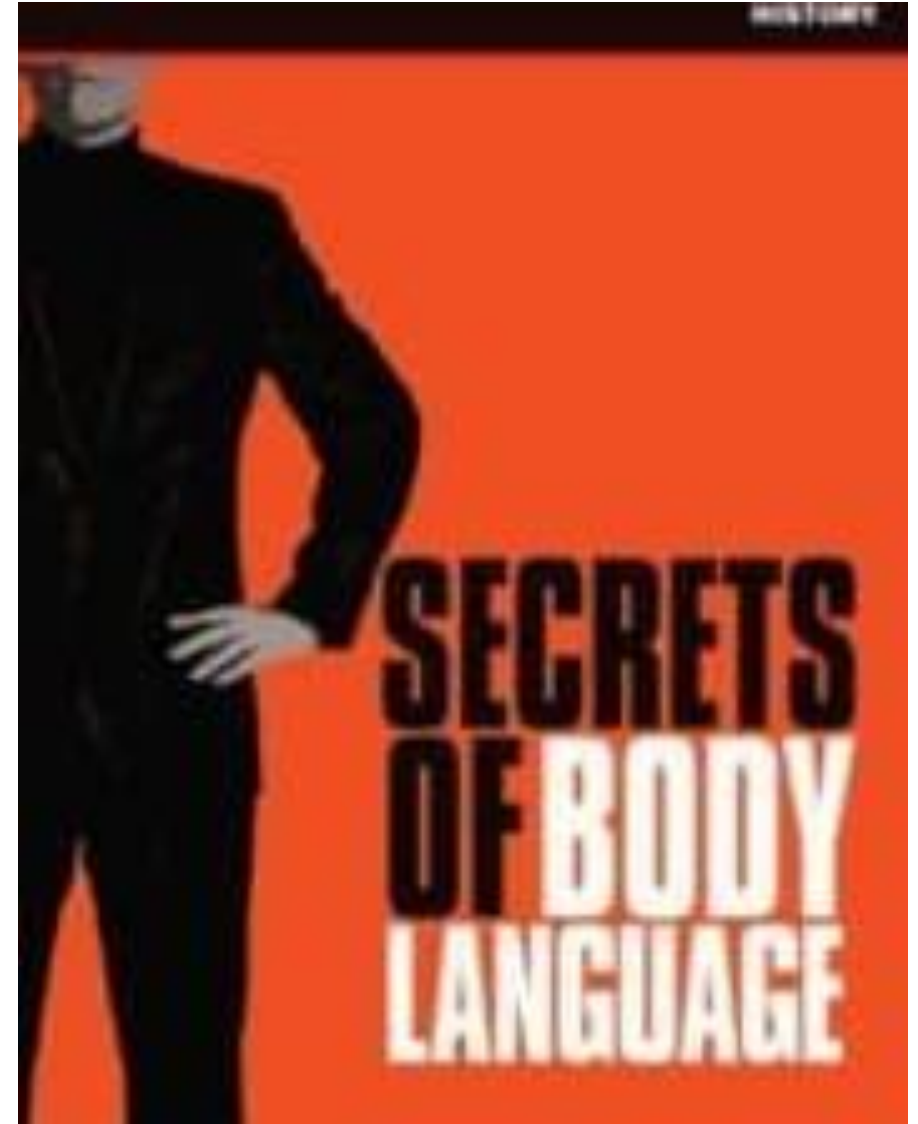
Personal grooming involves all aspects of your body:

- ✓ Body language
- ✓ Personal Hygiene
- ✓ Hair/ Makeup
- ✓ Skin
- ✓ Clothes
- ✓ Nutrition/Fitness



Body Language - What is it?

- **Body language** is a type of a nonverbal communication in which physical behaviors, as opposed to words, are used to express or convey the information. Such behavior includes facial expressions, body posture, gestures, eye movement, touch and the use of space.
- Positive body language is when your movements and gestures show that you are engaged, interested, approachable and open.



Body language

It is said that 30% of our communication is verbal and 70% is non-verbal. To maximize this 70%, we must:

- **Smile**- It really is the best and most attractive accessory we can wear.
- **Eye Contact** – Looking directly into somebody's eyes displays confidence.
- **Chin up**- Always keep your chin up, don't stand looking downwards with your chin facing your toes.



Body Language

- **Proud Chest** – Always stand with your chest out and shoulders pulled back.
- **Stand Tall** – No matter what your height, always pull yourself up from your spine and stand straight.
- **No Slouching**- Winners do not slouch!
- **Shoulders**- Shoulders should not be tensed and raised, they should be relaxed.



Body Language

- **No Fidgeting**- Do not shake your toes/ play with your keys while engaging with a person, it displays nervousness.
- **Firm Handshake** – Your handshake should be firm but not painful. It conveys sincerity, self-confidence and respect.
- **Space**- Do not invade the other persons space and make him uncomfortable. During a conversation, do not stand too close or too far, maintain the right distance.



Body Language

- **Head Nod**- Nodding your head from time to time and tilting it to one side demonstrates that a person is listening keenly.
- **Full Body Face** – When engaging with a person, your “ full body” should face the person, it conveys that you are giving your full attention to that person.
- **Gestures**- Do not flail your arms too much/ do not point or over dramatize your gestures. Be careful with your gestures.



PERSONALITY DEVELOPMENT

PERSONAL DEVELOPMENT

SELF IMPROVEMENT

Thankyou!

LIBRARIANSHIP STUDIES INFORMATION TECHNOLOGY