

# **A Woman's Guide to Success: Perfecting Your Professional Images (1st Edition)**

## **Course Specifications**

**Course Number:** CCT-005\_rev4.0

**Course Length:** Self-study or Classroom Training

## **Course Description**

The 50-Minute Manager Series was designed to cover critical business and professional development topics in the shortest time possible. Our easy-to-read, easy-to-understand format can be used for self-study or classroom training, or even office training. With a wealth of hands-on exercises, the 50-Minute books keep you engaged and help you retain critical skills.

First impressions matter, and studies have shown that many people's first impressions are formed within the first 30 seconds. This self-paced book focuses on "total presentation," the mix of verbal and non-verbal signals that define your image. You will learn how to make the most of your appearance, develop your own personal style, and communicate confidently in the workplace.

## **Course Content**

### **Rules of the Road**

1. Wardrobe Basics
2. Basic Looks
3. Body Lines
4. Fabrics & Details
5. Fit & Quality
6. Personal Style

### **Color**

7. Color at Work

### **Universal Style**

8. Body Language & Etiquette
9. Dining for Dollars
10. Up, Up, and Away  
Where You're Headed in Tomorrow's New Age