



# **NEW HORIZON COLLEGE OF ENGINEERING**

New Horizon Knowledge Park, Ring Road, Marathalli  
Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC  
Accredited by NAAC with 'A' Grade, Accredited by NBA

**Quality Assurance and Skill Development Center  
Presents**

## **Training Report for NHPS Staff Grooming and Image Management**



### **NEW HORIZON COLLEGE OF ENGINEERING**

New Horizon Knowledge Park, Ring Road, Marathalli  
Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC  
Accredited by NAAC with 'A' Grade, Accredited by NBA

**Quality Assurance and Skill Development Center-  
(QASDC)**

**Soft Skills Training**

**Enhancing Personal Effectiveness**

**Grooming and Image Mgmt**

Presented by  
Dr. Glory Mercy C  
HR Trainer (QASDC)



## Executive Summary

- ❖ This report's objective is to give management an overview of the findings from a recent, two-hour training session on Image management and Grooming for NHPS staff that was held on July 8, 2023 and was directed by HR Trainer Dr. Glory Mercy C. The 127 NHPS staff members who were present gave the training favourable reviews.
- ❖ The NHPS Staff learnt new techniques and abilities that they may utilize to properly manage daily work, and they also gained confidence.

## Objectives

At the end of the session, the participants would be able to:

- ❖ Analyse how well they are doing now at learning new grooming and image-management skills. Interpersonal and listening abilities are important in daily tasks. Determine the proper circumstances and management strategies for grooming and image management.
- ❖ The way you look has an impact on how you think, feel, act, and behave, as well as how other people perceive you.  
The three components of image management are communication, behaviour, and appearance.
- ❖ To make a good first impression and get respect at work, one must maintain proper grooming and professional appearance.  
First impressions count, and personnel' appearance and demeanour have an impact on both current and potential consumers.
- ❖ Assist the NHPS staff become more conscious of their own grooming and image-management abilities.



## Methodology

The Training Program consisted solely of activity-based trainings: -

- ❖ Every day, we should take care of ourselves in order to improve our self-care, social and relationship management, self-control, self-motivation, self-awareness, and self-regulation.
- ❖ Create and keep a positive frame of mind.  
Five factors, including Appearance, Behaviour, Communication, Digital presence and Emotional balance, make up image management in general.  
We refer to it as the ABCDE of Image.
- ❖ The 'Panchtatv' of our image is made up of these five elements.  
As part of his "The ABC's Of Image" framework, Davidsen frequently divides an image into three key parts: Behaviour, Communication, and Appearance.
- ❖ You can choose which tasks to do more frequently because grooming entails caring for every aspect of the body.
- ❖ Use the Ultimate Success Formula for holistic wellness and conversation control to take command of your language and communication abilities.

**At the conclusion of the Training program, the participants would be better prepared to:**

- ❖ Be more conscious of their own level of abilities, A workplace's dress code and appearance expectations are formal, orderly, and respectable. Simply said, when you take the effort to nurture yourself, it communicates that you are a professional and deserve respect. It has a significant effect on how people see you and how you appear at work. Your co-workers and bosses will respect you. Know how to manage all tasks and themselves effectively. Develop your own, self-assured abilities to successfully manage day to day functions.
- ❖ People will have no choice but to appreciate you if you respect yourself enough to learn how to nurture and show yourself well. It speaks a lot about a woman's self-esteem and regard for herself when she spends time and effort on her looks.



# NEW HORIZON COLLEGE OF ENGINEERING

New Horizon Knowledge Park, Ring Road, Marathalli  
Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC  
Accredited by NAAC with 'A' Grade, Accredited by NBA

## Glimpses of the Training





# NEW HORIZON COLLEGE OF ENGINEERING

New Horizon Knowledge Park, Ring Road, Marathalli  
Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC  
Accredited by NAAC with 'A' Grade, Accredited by NBA



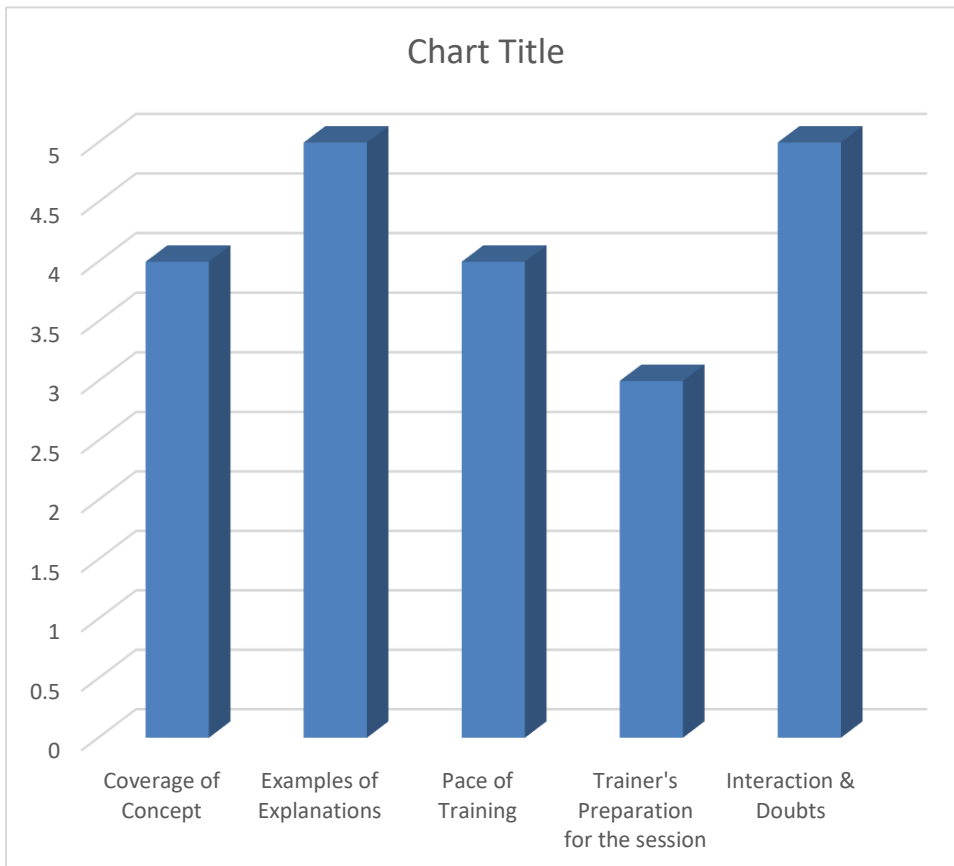


**NEW HORIZON**  
**COLLEGE OF ENGINEERING**  
New Horizon Knowledge Park, Ring Road, Marathalli  
Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC  
Accredited by NAAC with 'A' Grade, Accredited by NBA

## Feedback:

### Comments and Suggestions

- It was very good and interactive session.
- It's very Informative session for self-confidence
- The workshop was well conducted and the presentation was excellent.
- The workshop was interactive with lots of interesting videos.
- It was an insightful and entertaining session.
- The concept that was introduced was indeed interesting because as mentioned in the session communication occurs before we start teaching the class through our appearance and gestures.





**NEW HORIZON**  
**COLLEGE OF ENGINEERING**  
New Horizon Knowledge Park, Ring Road, Marathalli  
Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC  
Accredited by NAAC with 'A' Grade, Accredited by NBA

## **Conclusion**

The two-hour training session increased the NHPS Staff to trust in their ability to put new knowledge of Grooming and Image management to use.

## **Recommendations**

To enhance their performance and receive more accolades and recognition, the management must prepare more training for all of the NHPS Staff.