



***Presentation on Personal Grooming,
including Behavioral, Interpersonal and Soft
Skills***

***Karachi Tax Bar Association
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Personal Grooming



A large, semi-transparent, blurred image of a hand holding a comb, positioned behind the main text.

What is Personal Grooming?

Personal Grooming



How people learn?



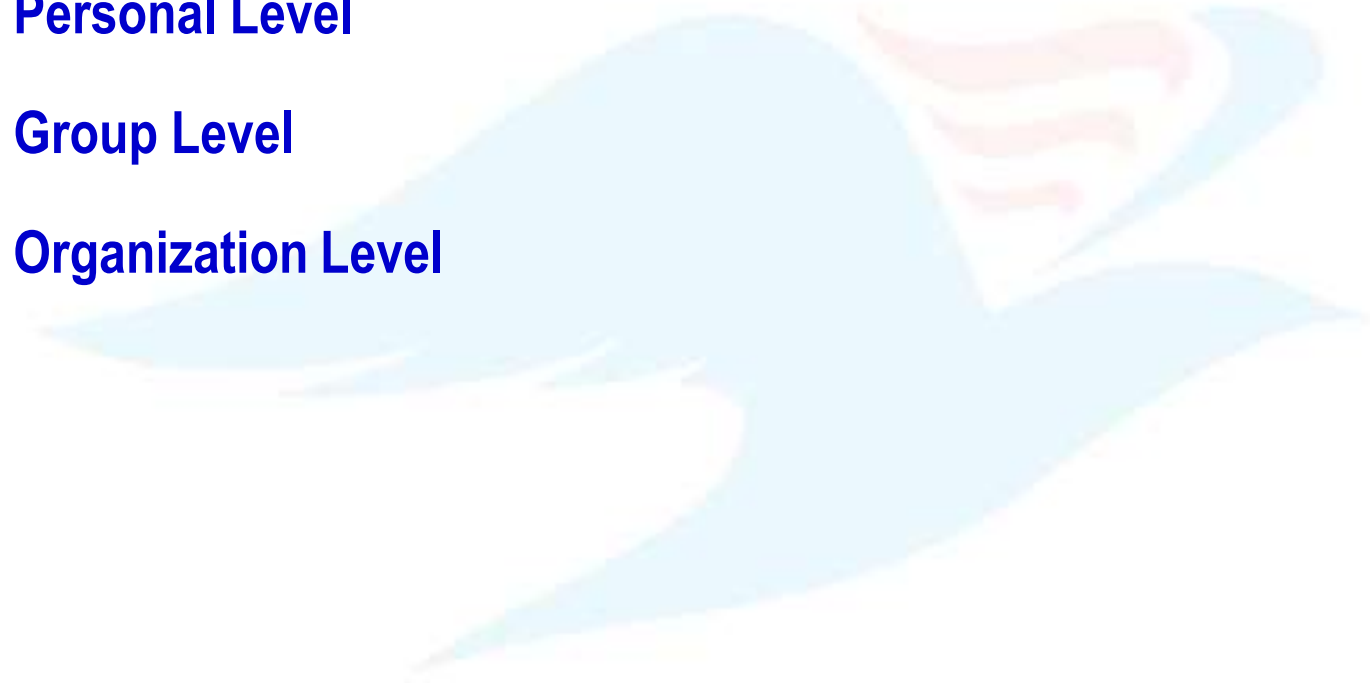
Grooming Levels



Personal Level

Group Level

Organization Level



Importance of Personal Grooming



Why personal grooming is important?

For positive self-image, and

to encourage and assist to maintain

pleasing and attractive appearance

Personal Grooming



Clean hair and styled appropriately



Personal Grooming

(Contd...)



Clean hair and styled appropriately

Clean nails, skin and teeth

Personal Grooming

(Contd...)



Clean hair and styled appropriately

Clean nails, skin and teeth

Dress, and



Personal Grooming

(Contd...)



Clean hair and styled appropriately

Clean nails, skin and teeth

Dress, and

**Women wear make-up
(depends on field)**

People Perceptions from Groomed Appearance



Professionalism

Level of sophistication

Intelligence

Credibility or Reliability, and

Respect

A large, faint, light blue graphic in the background of the slide, resembling a stylized bird or a winged figure in flight, with a white and pinkish-red patterned area on its upper part.

Behavioral and Interpersonal Skills

Interpersonal Communication



is an art rather than a science



Nine Behavioral Skills



1. **Eye communication**
2. **Posture and movement**
3. **Gestures and facial expressions**
4. **Dress and appearance**
5. **Voice and vocal variety**
6. **Language and pauses**
7. **Listener involvement**
8. **Humor**
9. **Natural self**

Eye Communication



Look sincerely with other person

Intimacy, Intimidation and Involvement



Eye Communication

(Contd...)



Look sincerely with other person

Intimacy, Intimidation and Involvement

Five seconds for more effectiveness

Eye Communication

(Contd...)



Look sincerely with other person

Intimacy, Intimidation and Involvement

Five seconds for more effectiveness

Beware of an eye dart

Eye Communication

(Contd...)



Look sincerely with other person

Intimacy, Intimidation and Involvement

Five seconds for more effectiveness

Beware of an eye dart

Beware of slow-blink, and

Eye Communication

(Contd...)



Look sincerely with other person

Intimacy, Intimidation and Involvement

Five seconds for more effectiveness

Beware of an eye dart

Beware of slow-Blink, and

Look on the nose bridge right in the middle of the eyes

Posture and Movement



Stand tall



Posture and Movement

(Contd...)



Stand tall

Watch lower body



Posture and Movement

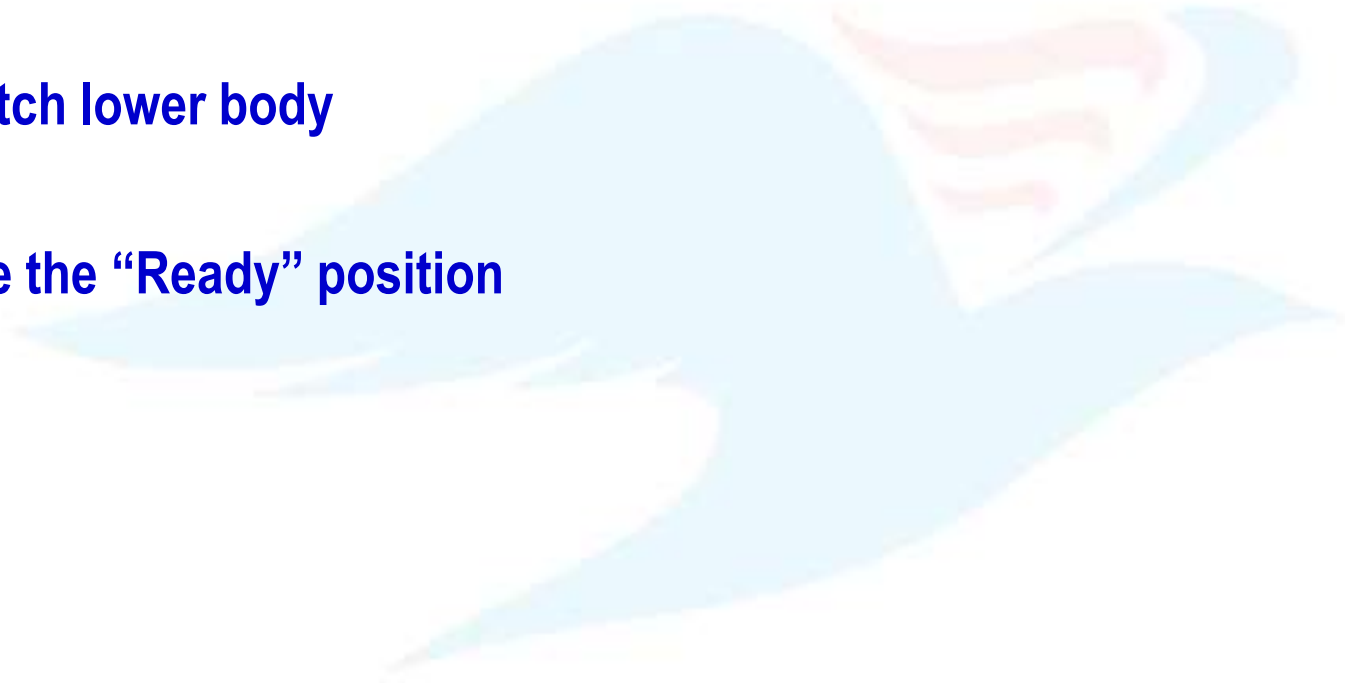
(Contd...)



Stand tall

Watch lower body

Use the “Ready” position



Posture and Movement

(Contd...)

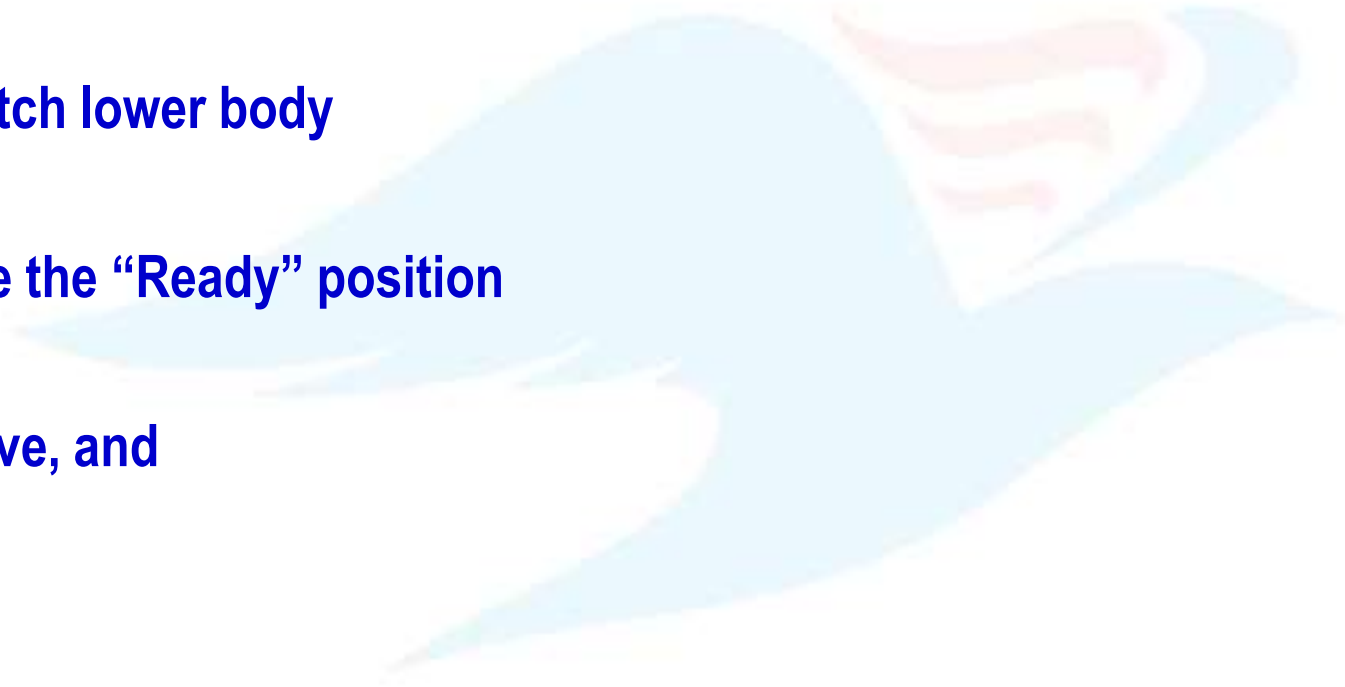


Stand tall

Watch lower body

Use the “Ready” position

Move, and



Posture and Movement

(Contd...)



Stand tall

Watch lower body

Use the “Ready” position

Move, and

Use your own style

Gestures and Facial Expressions



Learn to be relaxed and natural when you speak

**Find out own habit
(Flaws)**



Gestures and Facial Expressions

(Contd...)



Learn to be relaxed and natural when you speak

Find out own habit

Find out own nervous gestures

Gestures and Facial Expressions

(Contd...)



Learn to be relaxed and natural when you speak

Find out own habit

Find out own nervous gestures

Do not over-exaggerate

Gestures and Facial Expressions

(Contd...)



Learn to be relaxed and natural when you speak

Find out own habit

Find out own nervous gestures

Do not over-exaggerate

Smile, and

Gestures and Facial Expressions

(Contd...)



Learn to be relaxed and natural when you speak

Find out own habit

Find out own nervous gestures

Do not over-exaggerate

Smile, and

Remember personality factor

(Buy idea)

Dress and Appearance



Be appropriate



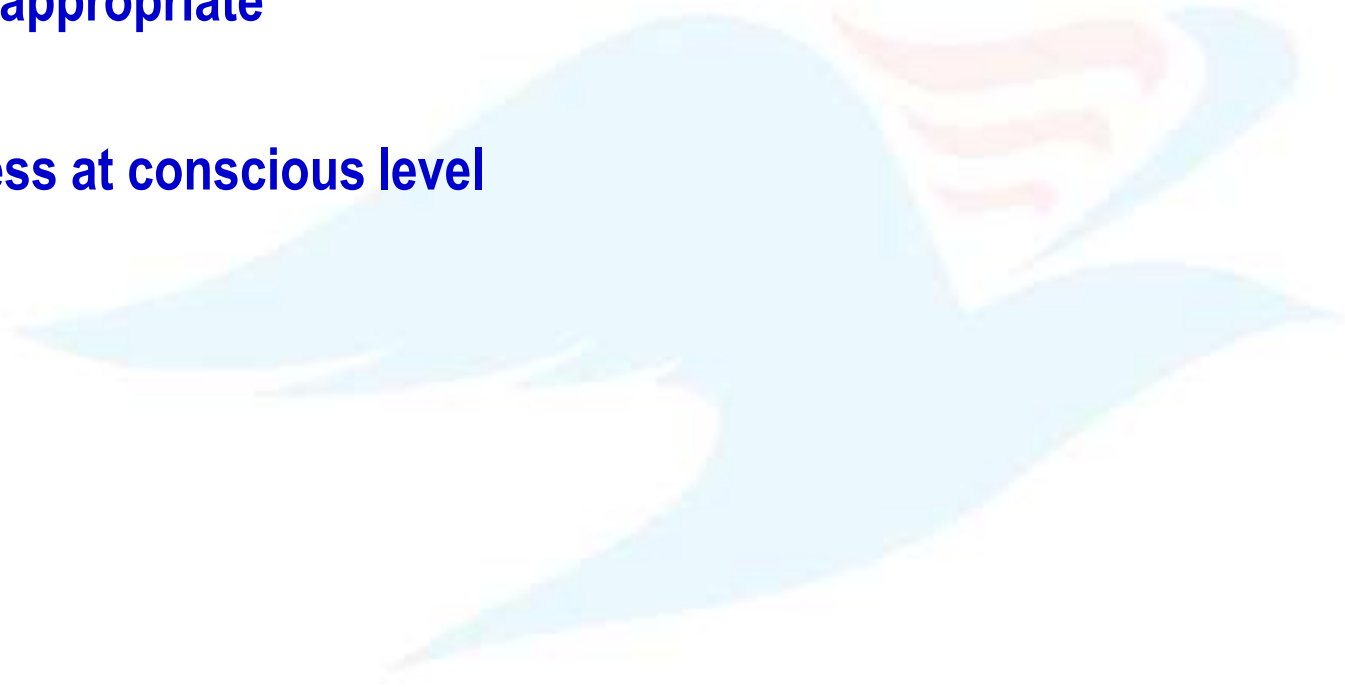
Dress and Appearance

(Contd...)



Be appropriate

Dress at conscious level



Dress and Appearance

(Contd...)



Be appropriate

Dress at conscious level

Dressing means a lot to audience

Dress and Appearance

(Contd...)



Be appropriate

Dress at conscious level

Dressing means a lot to audience

Pick few people to know well

Dress and Appearance

(Contd...)



Be appropriate

Dress at conscious level

Dressing means a lot to audience

Pick few people to know well

Nobody will tell you, and

Dress and Appearance

(Contd...)



Be appropriate

Dress at conscious level

Dressing means a lot to audience

Pick few people to know well

Nobody will tell you, and

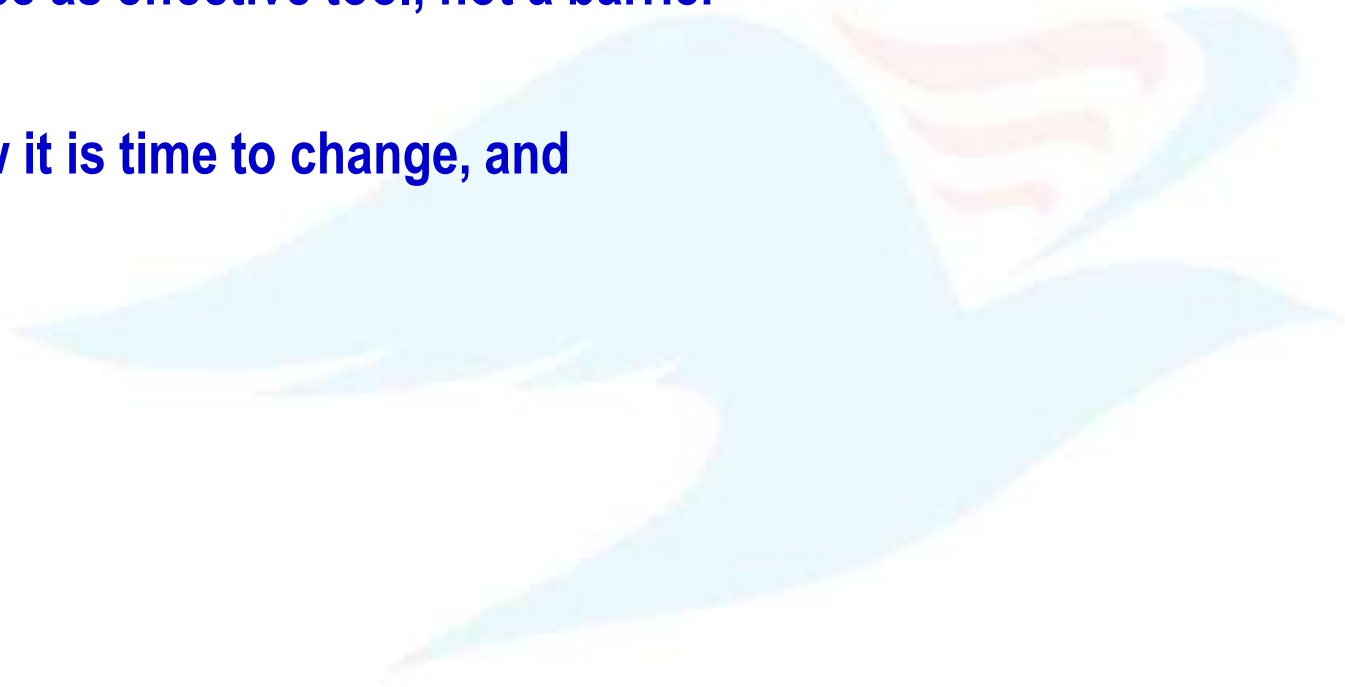
Pick new outfit, try a new look

Voice and Vocal Variety



Use voice as effective tool, not a barrier

Now it is time to change, and



Voice and Vocal Variety

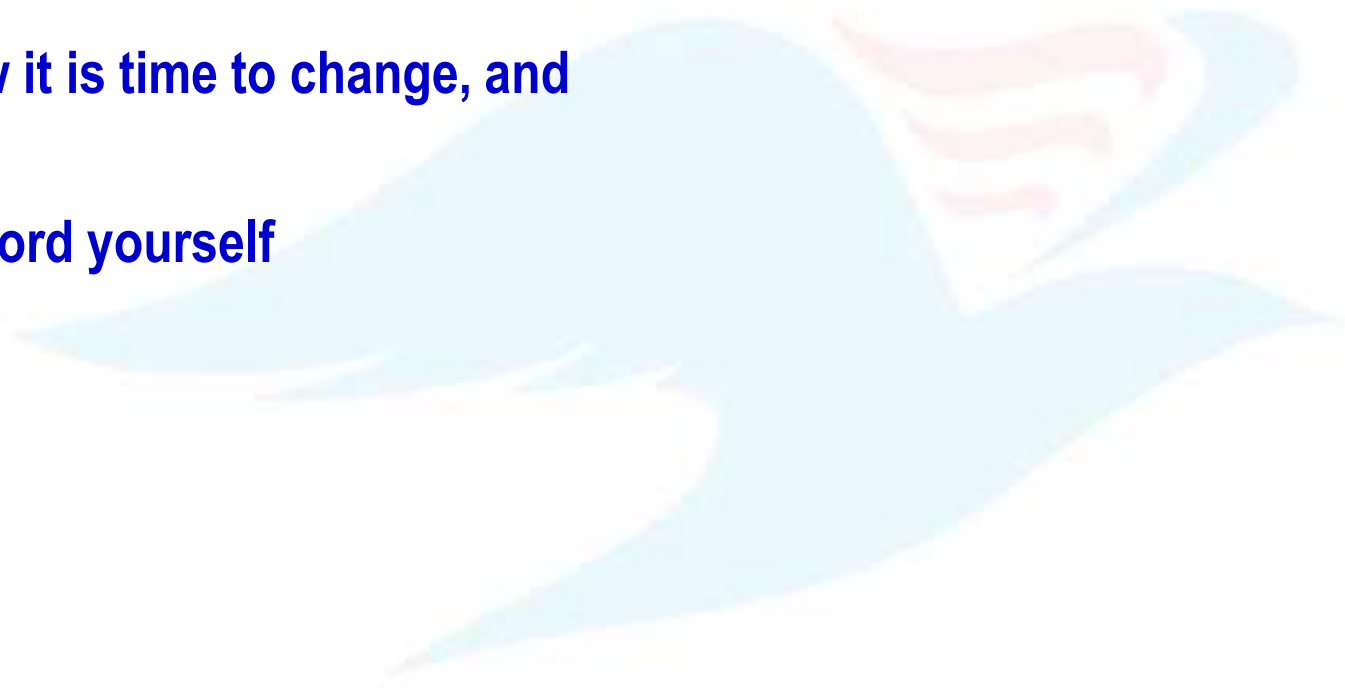
(Contd...)



Use voice as effective tool, not a barrier

Now it is time to change, and

Record yourself



Voice and Vocal Variety

(Contd...)



A single change in variation may change the meaning

Example:

I was born in Pakistan

Voice and Vocal Variety

(Contd...)



A single change in variation may change the meaning

Example:

I was born in Pakistan

- You were born somewhere else

I **was** born in Pakistan

- How dare you imply that I wasn't?

I was **born** in Pakistan

- I'm a native – not a newcomer

I was born **in** Pakistan

- Not outside Pakistan

I was born in **Pakistan**

- Not in New Zealand

Language and Pauses



Use appropriate and clear language with planned pauses

Use direct language

- **I will try to submit the progress report this afternoon, OK?**
- **I will submit the progress report before 4PM today, is that alright with you?**

Language and Pauses

(Contd...)



Use appropriate and clear language with planned pauses

Use direct language

Vocabulary increases with use

Language and Pauses

(Contd...)



Use appropriate and clear language with planned pauses

Use direct language

Vocabulary increases with use

Beware of Jargon, and

Language and Pauses

(Contd...)



Use appropriate and clear language with planned pauses

Use direct language

Vocabulary increases with use

Beware of Jargon, and

Pause- an important tool

Listener Involvement



Maintain active interest



Listener Involvement

(Contd...)



Maintain active interest
Involve each person



Listener Involvement

(Contd...)



Maintain active interest

Involve each person

Enhance your style



Listener Involvement

(Contd...)



- Maintain active interest**
- Involve each person**
- Enhance your style**
- Engage in interaction, and**

Listener Involvement

(Contd...)



- Maintain active interest**
- Involve each person**
- Enhance your style**
- Engage in interaction, and**
- Plan contents ahead**

Humor

Create a bond with listeners

Enable them to enjoy listening

Don't tell jokes

Do tell stories, and

Be aware of feedback

Natural Self



Be authentic

Understand your strength

Convert your weaknesses into assets

Learn like a juggler, and

Communication is a lifelong process

A large, faint, light blue graphic of a hand with fingers spread, serving as a background for the text. The hand is positioned centrally on the page, with the palm facing upwards and fingers slightly curved.

Soft Skills

What are Soft Skills?

***Wikipedia defines soft skill as
cluster of:***

- | | |
|---|---|
| <ul style="list-style-type: none">• Personality traits• Social graces• Communication• Language | <ul style="list-style-type: none">• Personal habits• Friendliness,
and• Optimism |
|---|---|

that characterize relationships with other people

What are Soft Skills?

(Contd...)



MindTools defines soft skill as

Work ethic

Attitude

Communication

Emotional intelligence, and

A whole host of other personal attributes

Wikipedia

(Contd...)



- Personality traits
- Social graces
- **Communication**
- Language

- Personal habits
- Friendliness,
and
- Optimism

MindTools

Work ethic

Attitude

Communication

Emotional intelligence, and

A whole host of other personal attributes

Soft Skills

(Contd...)



- ❖ **Self Motivation Skills**
- ❖ **Interaction Skills**
- ❖ **Development of Personal Traits**

A large, stylized graphic in the background consisting of flowing, abstract shapes in shades of light blue and white, resembling a ribbon or a wave.

Self Motivation Skills

(Contd...)

1. Growth Mindset



(Contd...)

- 1. Growth Mindset**
- 2. Self-awareness**



(Contd...)

1. **Growth Mindset**
2. **Self-awareness**
3. **Emotion Regulation**

(Contd...)

1. **Growth Mindset**
2. **Self-awareness**
3. **Emotion Regulation**
4. **Self-Confidence**

(Contd...)

1. **Growth Mindset**
2. **Self-awareness**
3. **Emotion Regulation**
4. **Self-Confidence**
5. **Stress Management**

(Contd...)

1. **Growth Mindset**
2. **Self-awareness**
3. **Emotion Regulation**
4. **Self-Confidence**
5. **Stress Management**
6. **Resilience**

(Contd...)

1. **Growth Mindset**
2. **Self-awareness**
3. **Emotion Regulation**
4. **Self-Confidence**
5. **Stress Management**
6. **Resilience**
7. **Skills to Forgive and Forget**

(Contd...)

1. **Growth Mindset**
2. **Self-awareness**
3. **Emotion Regulation**
4. **Self-Confidence**
5. **Stress Management**
6. **Resilience**
7. **Skills to Forgive and Forget**
8. **Persistence and Preservance**

(Contd...)

1. **Growth Mindset**
2. **Self-awareness**
3. **Emotion Regulation**
4. **Self-Confidence**
5. **Stress Management**
6. **Resilience**
7. **Skills to Forgive and Forget**
8. **Persistence and Preservance**
9. **Patience, and**

(Contd...)

1. **Growth Mindset**
2. **Self-awareness**
3. **Emotion Regulation**
4. **Self-Confidence**
5. **Stress Management**
6. **Resilience**
7. **Skills to Forgive and Forget**
8. **Persistence and Preservance**
9. **Patience, and**
10. **Perception**

A large, stylized graphic in the background consisting of overlapping, flowing shapes in shades of light blue, white, and pink, resembling a ribbon or a stylized letter 'S'.

Interaction Skills



(Contd...)

11. Communication Skills



(Contd...)

11. Communication Skills

12. Teamwork Skills



(Contd...)

11. Communication Skills

12. Teamwork Skills

13. Interpersonal Skills



(Contd...)

11. Communication Skills

12. Teamwork Skills

13. Interpersonal Skills

14. Presentation Skills

(Contd...)

11. Communication Skills

12. Teamwork Skills

13. Interpersonal Skills

14. Presentation Skills

15. Meeting Management Skills

(Contd...)

- 11. Communication Skills**
- 12. Teamwork Skills**
- 13. Interpersonal Skills**
- 14. Presentation Skills**
- 15. Meeting Management Skills**
- 16. Facilitating Skills**


(Contd...)

- 11. Communication Skills**
- 12. Teamwork Skills**
- 13. Interpersonal Skills**
- 14. Presentation Skills**
- 15. Meeting Management Skills**
- 16. Facilitating Skills**
- 17. Selling Skills**


(Contd...)

- 11. Communication Skills**
- 12. Teamwork Skills**
- 13. Interpersonal Skills**
- 14. Presentation Skills**
- 15. Meeting Management Skills**
- 16. Facilitating Skills**
- 17. Selling Skills**
- 18. Management Skills**

(Contd...)

- 
- A faint, light blue background image of a hand holding a document, positioned behind the list of skills.
- 11. Communication Skills**
 - 12. Teamwork Skills**
 - 13. Interpersonal Skills**
 - 14. Presentation Skills**
 - 15. Meeting Management Skills**
 - 16. Facilitating Skills**
 - 17. Selling Skills**
 - 18. Management Skills**
 - 19. Leadership Skills, and**

(Contd...)

- 
- A faint, light blue background image of a hand holding a document, positioned behind the list of skills.
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 - 13. Interpersonal Skills**
 - 14. Presentation Skills**
 - 15. Meeting Management Skills**
 - 16. Facilitating Skills**
 - 17. Selling Skills**
 - 18. Management Skills**
 - 19. Leadership Skills, and**
 - 20. Mentoring / Coaching Skills**

A large, stylized graphic of a bird in flight, rendered in light blue and white, with a hint of pink and orange in its wings, positioned behind the title text.

Development of Personal Traits

(Contd...)

21. Managing Upwards



(Contd...)

21. Managing Upwards

22. Self-promotion Skills



(Contd...)

21. Managing Upwards

22. Self-promotion Skills

23. Skills in Dealing with Difficult Personalities

(Contd...)

21. Managing Upwards

22. Self-promotion Skills

23. Skills in Dealing with Difficult Personalities

24. Skills in Dealing with Difficult/Unexpected Situations

(Contd...)

21. Managing Upwards

22. Self-promotion Skills

23. Skills in Dealing with Difficult Personalities

24. Skills in Dealing with Difficult/Unexpected Situations

25. Ability to Handle Office Politics

(Contd...)

21. Managing Upwards

22. Self-promotion Skills

23. Skills in Dealing with Difficult Personalities

24. Skills in Dealing with Difficult/Unexpected Situations

25. Ability to Handle Office Politics

26. Influence / Persuasion Skills

(Contd...)

- 21. Managing Upwards**
- 22. Self-promotion Skills**
- 23. Skills in Dealing with Difficult Personalities**
- 24. Skills in Dealing with Difficult/Unexpected Situations**
- 25. Ability to Handle Office Politics**
- 26. Influence / Persuasion Skills**
- 27. Negotiation Skills, and**

- 21. Managing Upwards**
- 22. Self-promotion Skills**
- 23. Skills in Dealing with Difficult Personalities**
- 24. Skills in Dealing with Difficult/Unexpected Situations**
- 25. Ability to Handle Office Politics**
- 26. Influence / Persuasion Skills**
- 27. Negotiation Skills, and**
- 28. Networking Skills**

Take Home



- ❑ **Soft Skills list is daunting one**
- ❑ **Don't worry if you don't have all of them**
- ❑ **Most of us don't**
- ❑ **Important thing is to**
 - ❖ **understand why soft skills are important to**
 - ❖ **your career success**
 - ❖ **ask yourself**
 - ❖ **what soft skills do you already possess, and**
 - ❖ **which ones do you want to develop next**

Any Questions



***Thank You
for Your
Time and Participation***

