

INSTRUCTOR'S GUIDE
FOR
LOOKING SHARP
Practical Tips on Dressing for Success

OVERVIEW

This program covers the basic principles of dressing for success for the job interview and on the job and why it's important to do so.

PRESENTATION SUGGESTIONS

Begin the class by asking the students what “dressing for success” means to them.

Complete the **Anticipation Quiz** before viewing the video, *Looking Sharp: Practical Tips on Dressing 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 tips that they have learned.

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 Dressing 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. When you are not sure of a company's dress code, how should you dress for an interview?
2. How can you find out what the appropriate dress code is within a company?
3. Why do you think dressing appropriately is important?

ACTIVITIES

Activity #1

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 and 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 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 3 groups.
3. Pass a few photos to each group. Ask the students to write down the first 3 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. Why is it important to dress for success?
2. Name 3 things that are important to remember when dressing for success?
3. What is a good source for inexpensive clothing?

ANSWER KEY

1. You never get a second chance to make a first impression. You are a reflection of your organization. (answers may vary)

2. Go conservative; when in doubt, it's better to dress a notch above the dress code; keep clothes clean and neat; keep jewelry simple, shoes shined, choose colors that are basic and reflect confidence. (answers may vary)
3. Thrift Stores

HOMEWORK OPTION

For the next class, pretend that everyone will be interviewing for a job in a factory. Have each student come dressed as if they are job candidates. Have them take turns walking in front of the classroom. Let the class vote on the basis of how they look, as to who is the most hireable person. When the class votes, have them make anonymous written comments on what is good and bad about each persons appearance, 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!)