



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tshwane South
TVET College

"achieve the future"

BUSINESS PRACTICE

LEVEL 2

MODULE 13: PERSONAL HYGIENE, GROOMING AND DRESS CODE

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After completing this topic, you will be able to:

- Understand the importance of personal hygiene, grooming and dress in the workplace
- Learn how to project a professional image in the workplace
- Learn how to follow a healthy lifestyle

UNIT 13.1 CLEANLINESS AND CARE

Personal hygiene and care

Constantly in contact with customers + others – appearance is vital = first impressions

The importance of personal care

Not discussed at an interview = personal

Vital importance in the workplace

No body odour, dirty fingernails etc.

Managers have to deal with employees with poor hygiene

Being and feeling fresh helps promote **good positive attitude**



Personal health

A healthy lifestyle:

- Exercise regularly
- Follow a healthy diet
- Get enough sleep
- Do not smoke
- Drink plenty of water
- Limit your alcohol intake
- Visit doctor + dentist for check-ups

UNIT 13.2 YOUR APPEARANCE IN THE WORKPLACE

Your image in the workplace + how to dress



You should complement the image of your workplace

Create a professional image in the way you conduct yourself + outward appearance

Grooming

Doing the following:

- Clothing should be neat + ironed, shoes clean
- Keep your hair clean, neatly cut and tidy – no hair hanging in your face
- Men should be neatly shaven
- No excessive jewelry
- Daily bath/shower

- Brush your teeth
- Visit your dentist for a regular check up
- Use a good deodorant