



# Gujarat Technological University

(Accredited with A+ Grade by NAAC)

## Graduate School of Management Studies

### Report on “A Workshop on Personal and Professional Grooming”

1. **Title of Event:** Personal and Professional Grooming

2. **Type of event:** Workshop

3. **Date:** 3<sup>rd</sup> April, 2024

**Time:** 10:30 AM to 5:30 PM

**Venue:** Room No. 10

4. **Description of the Event:**

The workshop on Personal and Professional Grooming was organized for students of BBA Semester 4. The session was organized to emphasize the importance of grooming in daily life and its impact on personality. It covered various aspects of grooming, including personal hygiene, dental care, skin care, hair care, and nail care. The expert emphasized the importance of dressing appropriately for the occasion and following the dress code at the workplace. She also highlighted the importance of paying attention to details, such as the choice of fabric and color for ties, which can make a personal statement about refinement and good taste.

The session was aimed at helping students understand the importance of personal grooming in creating a positive first impression, boosting confidence, and demonstrating professionalism. It provided valuable insights and practical tips to maintain good grooming habits and present a polished and professional image to potential employers.



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## 5. Name of expert & brief speech:

Ms. Swapna Sai is internationally certified Image Consultant & Soft Skills Coach. She helps people achieve their desirable outcome, by improving their attitude, appearance, behavior, and communication skills through Image Management and she is also a Soft Skill Coach. She had received Sambhava Professional Excellence Award by (FLO) Federation of Indian Chambers of Commerce & Industry Ladies Organization.

## 6. Number of participants:

A total of 24 students of the 4th semester BBA batch attended the session.

## 7. Geotag Photograph of the event:





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## 8. Brochure or Flyer of the Event:

**Graduate School of Management Studies (GSMS)**  
**Gujarat Technological University (GTU)**  
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**Expert Session**  
on  
**Personal and Professional Grooming**

**Eminent Speaker**

**Ms. Swapna Sai**  
Internationally Certified Image Consultant  
& Soft Skills Coach

**Date: 3<sup>rd</sup> April, 2024**  
**Time: 10.30 AM onwards**  
**Venue: Acharya Chanakya Hall**

Invitee  
**Dr. Pankajray Patel**  
Director - GSMS

Coordinator  
**Dr. Neela Miltani**  
Asst. Prof. - GSMS

Locate us @ : GSMS, Academic Block-4, GTU Campus, Visat Gandhinagar Highway, Chandkheda, Ahmedabad Gujarat  
→ @gsmsgtu ←

## 9. Feedback of the Event:

- Students appreciated the session's focus on personal grooming beyond hygiene, including aspects like the purpose of grooming, starting age, and minimum grooming requirements.
- The expert session emphasized creating a polished and professional appearance to boost confidence and competence in the workplace.
- The session stressed the importance of grooming in influencing others, gaining respect, building self-confidence, and fostering better interpersonal relationships for career growth.



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## 10. Social Media Post:



### Report Prepared by:

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### Report Edited by:

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