



Workplace Tips

The Look Of Success



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Millions of individuals make decisions based on appearance.

The way you look and the way you act determines how others think about you. In a perfect world this is not fair, moral or just.

In our lives, hundreds of important decisions have already been made for us that impact every aspect of our lives. Our gender, skin colour, height, the number of hair follicles on our head, the shape and the size of our hands and feet, as well as who our parents are, our siblings, our early-childhood circumstances and the country of our birth are factors that we do not control or influence.

However, we can control how we portray ourselves to the outer world by starting at a place that is most visible and that allows for immediately recognised results. How you feel about yourself on the inside should also show on the outside.

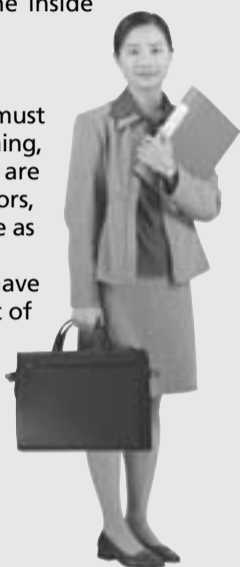
Positive Returns

If we want others to respond to us in a positive way, we must constantly look and act positively. Clothing choices, grooming, presentation skills and body language are aspects that are apparent on the outside to the outside world. These factors, when combined, increase our self esteem and confidence as we present ourselves to the outside world.

Social psychologists studying the impact of image have found that it takes 30 seconds for someone to form a list of impressions about your character and abilities.

The list of impressions encompasses:

- Educational level
- Career competence and success
- Personality
- Level of sophistication
- Trustworthiness
- Sense of humor
- Social heritage



Now, 30 seconds won't give you enough time to pull out your college transcript, showcase your resume, or present character references. They don't allow any time (no pun intended) to explain that you have talents, skills, training, and a substantial list of truly satisfied employers and customers.

In 30 seconds, people form all those different impressions based almost entirely on what they see – your clothes, hairstyle, carriage, smile, and the rest of your non-verbal communications. Appearances do count. And you must make sure this appearance creates an impression that is not just a positive one but also a lasting one.

We Sell

Whether you consider yourself a salesperson or not, every business person sells, because the first thing that ever gets sold is you. Product and company becomes secondary. Most of us come in contact with well over 100 people everyday – in the lift, on the MRT, in meetings, or in the hallway. We don't want to be just one of the crowd. Most of us want to be unique and valued for our own individual contributions. Image is a way to define that. It is the way we show how comfortable and confident we are in our own skin.

In today's multifaceted, global business world, everyone from new hires to chief executive officers faces the challenge of developing or maintaining this personal, versatile, flexible professional image.

Straight As

There are certain skills and actions that can be used to be successful in getting what you want. The "Straight A" Formula provides guidelines on appropriate attire, grooming and presentation skills to increase your confidence and present yourself positively.

The "Straight A" Formula is

Appropriateness: Fitting the industry and job category, the geographic area and the occasion

Attractiveness: Enhancing one's features, coloring and body build

Affordability: Not exceeding one's budget and time resources; money first, then things

Assuredness: Conveying, both visually and behaviourally, a sense of competence and confidence

Knowing is not enough. You must put it into practice on a daily basis to increase your confidence and help you to present yourself positively!

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Running In The Family

By Sharon Lee

YOU could say that performing is in Phoebe Podisingho's blood.

Her father plays the guitar and her uncles used to perform in bands in the 1960s and 1970s.

Now, Miss Podisingho, like those in her family, will take to the stage.

The Assistant General Secretary from the Singapore Bank Employees' Union has landed a role in *A Labour of Love*, NTUC's first musical to celebrate May Day this year.

Set against the tumultuous 1960s to present day Singapore, the musical will star more than 20 fellow performers from the labour movement's performing arts group, p.L.a.Y!.

Miss Podisingho's character, Mary, is a confident single career woman who is friends with Ah Keong and Mei Ling, the

two protagonists played by Spencer Tan and Selly Marina respectively.

"She's not worried about the recession or strikes that take place because she comes from a well-to-do family. So she's not afraid of losing her job," explained Miss Podisingho, who joined p.L.a.Y! in March last year.

The musical is not her first performance in the labour movement. She was among those who took to the stage in a song and dance performance as part of the May Day rally last year.

But this is her largest acting role to date, something that she is honoured and thankful for.

"I'm glad to be given a chance and avenue to do what I've always wanted to do – which is to perform."

So catch her and the rest of the cast in *A Labour of Love*. Hurry, because tickets are selling out fast! ■

All Cat 1 tickets are sold out. Book yours before they completely run out!



The cast and support staff of "A Labour Of Love".

Date: 30 April to 2 May 2007 (1 May by invitation only)

Venue: University Cultural Centre, National University of Singapore

Time: 8pm

Price: Public \$60 (Category 1), \$40 (Category 2), \$20 (Category 3)

Union Members \$42, \$28, \$14

OCBC Card Members \$51, \$34, \$20

Tickets are available at Ticketcharge (Hotline: 6296 2929/Website:

www.ticketcharge.com.sg

For corporate and group bookings, please contact Rathika at 6213 8096 or email: rathikasm@ntuc.org.sg

The organiser for the musical has set aside 10 wheelchair slots per session. They are provided free to unions who are bringing residents from their adopted homes. Please contact Rathika for details.