



# Adult Personal Development Program

Poise \* Power \* Confidence \* Leadership

Who doesn't want to be savvier about looks, self-confidence, expression and image? In our collective decades of experience, we have seen that even the most successful among us are interested in developing greater poise, better speaking skills, greater grace in everyday situations, stronger leadership qualities and a more magnetic personal presence. Throughout this course, you'll experience the power of our step-by-step and highly personalized coaching. We discuss the thoughts and habits behind a more successful and self-expressed personal image.

## Adult Personal Development Includes

- \* Personality & Individuality
- \* Vision- Creating my Life
- \* Communication Confidence
- \* Action & Advancement Strategy
  - \* Inner & Outer Beauty
- \* Grand Finale- Image Makeover & Self Expression Workshop
  - \* Headshot Photo Shoot (25 images)

## Adult Personal Development: Brief Course Outline

- \* Individual Strengths: Visual image, personality, personal strengths, and body language
- \* Image, Wardrobe, and Personal Presence: Professional, individualized advice on color, hair, walking, posture, make-up, accessories, and wardrobe choices
  - \* Accomplishment & Understanding: Exploring differences and difficulties between people, charisma and likeability, and your best responses to challenging situations
- \* Communication Coaching: Express yourself and strike the right note in any situation
  - \* Action & Advancement Strategy: Priorities, self-expression finale, including professional make-up and a headshot photo shoot



## In-Depth Course Description

### INNER BEAUTY

#### Self-Esteem and Confidence

High self-esteem can help you feel good about yourself and how you interact with your world. In these sessions you'll learn how to build self-esteem and increase self-confidence. Exercises and techniques assist you to become open and communicative, to be social with others and focus on continual personal growth. Self-esteem is the essential to inner beauty and how we reflect ourselves to others. You are confident, creative and open to all potential opportunities in life. We discuss and teach, in creative processes, how to help establish a strong foundation for a positive experience in life, one that invites your dreams and goals to come true! This is the beginning for life's allowance of abundance.

#### Social Confidence and Personal Presence

The building of one's self-image and confidence is the key of these sessions, focusing on goal setting, support of each other as preview of leadership and cooperation skills, and self-knowledge, presence, communication, social skills/etiquette while learning to managing shyness and refine communication skills creating a new and wonderful you. In reviewing several etiquette topics, each student will develop their own style with all of the right tools. Practicing presentation and conversation skills, learning effective speech tips and the techniques of confident communication will refine the new skills. Development of personal presence, visually and verbally, body language, individual look, wardrobe and color, situation-appropriate choices and verbal message (speaking, diction, word choice, clarity, and active listening) will provide students with the tools for success.

#### Etiquette

Etiquette is the grace to be considerate and respectful of ourselves and others and adapt these skills to a wide variety of situations. The skills needed to be confident & present one's self in social situations are reviewed and demonstrated. This includes dining out, self-introductions, parties for all age groups, and etiquette for weddings, funerals and special events. Travel courtesies and world-side customs, and the diplomacy appreciated by citizens of other countries are taught. For age-appropriate students, dating etiquette is also taught.

#### Relationships, Communication, and Visual Expression

The Women's Self Improvement program's most important purpose is to honor and assist each student's personal social environment. You will learn about being a friend, being counted on, being accountable, reliable and loyal while enriching your communication skills that build



confidence. Tactful handling conflict and mistakes while learning to be creative, supportive, appreciative, respectful and kind are essential to being an asset to any situation, including challenging ones. Students will also explore speaking, diction, pitch and levels, word choice, and clarity, as well as learning how to be an active listener.

### Personal Leadership Skills

The attributes of developing and practicing leadership skills are identified and demonstrated in real-life social and employment situations. The pride of standing on one's own feet, and creating one's own unique path to achieve self-chosen goals, rather than following the crowd is emphasized. The obstacles present in our culture to personal success are also discussed, as well as how to overcome these obstacles. Developing leadership skills also means supporting the team players. Students will also focus on sharing goals and supporting others, and taking their leadership communication skills to the next level.

### Ethics, Achievement, and Character

Organization and personal attitude creates success, which each student can apply to personal life as well as professional situations. In addition to creating healthy life habits, effective attitude, outlook, standards, optimism and serenity are taught for job interviews, stage and sales presentations. Techniques are presented in keeping with current trends and include leadership, confidence and communication skills. Students will be taught the great habits: time management, goal setting, attitude, outlook, self-chosen values and standards of character, optimism and serenity . . . and will challenge themselves to answer what's present in a life of achievement.

### Professional Attitude and Career Tools

The three P's: Professionalism, Pride and Performance are reviewed. Students chart their own evaluation and goals, envisioning the picture of their ideal self attributes assigned to their personal vision. The composition of the resume is accomplished. Students in class perform mock job interviews and receive constructive feedback . . . reviewing what employers see and hear. The personal power obtained in one's thoughts and attitudes, their "cause and effect", is identified and practiced.

## OUTER BEAUTY

### Visual Poise

Healthy posture and carriage is taught and practiced. Posture exercises are performed in a workshop setting. Visual poise confidence is used in a variety of situations, such as sitting, shaking hands, entering and leaving a room, getting in and out of cars, and other social



situations. The student's personal charisma is enhanced with the ability to be totally confidence, head to toe.

### Skin Care Analysis

Skin types are analyzed and an appropriate cleansing program recommended. Biology of the skin and comparison of products included. An appreciation of nutrition and health as an irreplaceable element in one's beauty program is emphasized, and personal plans are suggested.

### Professional Cosmetic Techniques

Application of cosmetics and their appropriate uses are the objectives of these workshops. The sessions include color analysis for skin types, foundation, rouge, contouring, highlighting, mascara, eye shadow, lip line, manicuring, as well as understanding the use of application tools. Use of make up as a creative addition to their overall appearance appropriately applied for any occasion.

### Hair Care and Styling

The condition and type of each student's hair is evaluated and daily care recommendations are made. Hair products are described in relation to their purpose and best use. Each student has his or her face shape defined, and their hairstyles recommended accordingly for both current and future styling decisions. These sessions are taught keeping job interviews, and daily life in minds. This section also includes exploration and mastery of a variety of current casual, daytime, and business styles as well as formal styles. Flexibility in hairstyling looks is stressed along with suitability for particular moods and fashion.

### Wardrobe and Styling

This session begins with finding the right colors and tones of clothes for the student, which depends on their skin and hair color. A variety of current casual, daytime, business and formal styles are explored. Particular moods of fashion are also discussed and studied. Current fashion trends will be analyzed and put into perspective in relation to each individual's body types.

### Health and Fitness

Knowledge of nutrition and figure control is vital to good health, self-confidence, dignity and grace. Exercise and healthy eating is the primary way to achieve any figure goal.

The Academy's aim is to compare and contrast different nutritionist's theories, hence compiling a personal philosophy suited to each individual. Exercises and aerobic workshops are included.