# Discussion Topics

# Chapter 3: Making a Good Impression

The following Discussion Topics correlate with *Job Savvy*, sixth edition. Discussion Topics provide directions to help you in instructing your students during class time.

Activities Supplements are provided in the ebook to offer students guidance to complete activities found in the margins of their workbook. You may want to present these as in-class activities or as homework assignments. Review Activities are provided in separate handouts to instructors only. The questions found therein may be used in the classroom or as review activities (graded or not).

# Discussion Topics

## Dress for Success (page 44)

## Have the group read the introduction and “Dress for Success” on pages 43–45 of the workbook*.* When you introduce this chapter, you should emphasize that the subject is not about natural beauty or internal beauty. Neatness and appropriate dress make *everyone* more attractive. Discuss the dress codes as defined by the Society for Human Resource Management.

## General Dress Guidelines (page 45)

Have the trainees read the “General Dress Guidelines” section on pages 45–46. Ask individuals in the group to share their experiences with dress codes using the following questions:

* What kind of clothing did the dress code permit?
* What clothing did the dress code exclude?
* How was the code enforced?

Point out that an official dress code must be fair. It applies to all persons working in a given situation. A dress code is a written rule.

What about *unofficial* dress codes? These are the norms of the workplace, the common wisdom that says, “Even though it’s not written down anywhere, we don’t wear jeans except on Friday,” or something similar. Use the following questions to lead a discussion of dress codes:

* How does a new employee learn the unofficial dress code?
* Why is it important to know the unofficial dress code?
* How can an unofficial dress code affect a supervisor’s opinion of a worker?
* Is an unofficial dress code always fair?
* What effect could the unofficial dress code have on one’s job advancement?

Don’t assume your students know appropriate dress guidelines for different types of jobs. In today’s society, people tend to dress for comfort. Often workers are influenced by current styles when choosing their clothes.

Be specific when you discuss this topic. Opinions of what is appropriate may vary from region to region. Be familiar with appropriate dress in your area.

## Discuss the questions on page 46 about uniforms.

### Consider developing a PowerPoint presentation of various uniforms. Discuss the reasons organizations require employees to wear uniforms. Define *safety protocol*. Discuss the safety considerations listed in this section. Continue by discussing personal protective equipment.

## How Job Savvy Are You? (page 47)

Allow time for your students to individually complete the exercises on pages 47–48. Divide the class into groups of three to four. The students will discuss their selections and the reasons for each choice in the exercises.

## Personal Hygiene and Grooming (page 48)

Read and discuss the information concerning hygiene practices on pages 48–49. As a group, discuss each of the good health practices listed in this section.

Before students complete “Grooming Checklist” page 49–50, point out that this is private information and *will not be shared with the group.* Be aware that this topic is a sensitive one. Allow time to answer the questions.

## Special Personal Considerations (page 50)

Discuss the information on pages 50–51. Discuss the three conditions and what effect it might have in the workplace. Define mannerisms. Discuss the list of problem areas. List other annoying mannerisms.

## How Job Savvy Are You? (page 52)

Discuss the two case studies after the students have completed this activity.

Have a Positive Attitude (page 52)

Using the information in this section to point out ways to make a positive impression. Include the tips in “A Useful Skill: Good Communicating” (page 53). Point out the importance of small talk in the workplace and the part it plays in developing teamwork. Review the hints.

## Summary Discussion Topic

Discuss this question with the class. Why is a positive attitude important to your job success?

# Additional Resources

### Videos

Use the provided Video presentations to share helpful, chapter-specific visuals and information with your students.

### Additional Resource

In the Additional Resources document you will find links to important sources of information related to each chapter of *Job Savvy*. You can find more information about job search and success at <https://JIST.com>.