

SEND: Personal Presentation

Course overview

This course will help you to prepare for work or volunteering.

When we are in the workplace our personal presentation needs to be different to when we are out with friends and family or when we are home. This course explores what is different about how we present ourselves and how to look work ready when we go for an interview or to work.

What will I study?

You will:

- Discuss why personal appearance is important to us and to others
- Identify uniform and clothing for specific jobs
- Be able to choose the most suitable clothes for different work roles
- Present yourself ready for work
- Learn about the importance of practicing good personal hygiene at all times.
- Learn how to identify, improve and maintain personal hygiene

Assessment method

- You will take part in Q&A sessions and discussions to confirm your understanding
- There will be classroom activities and role play
- Your tutor will give you verbal and written feedback throughout the course

Entry requirements

- Be able to take part in group discussions
- Be able to read simple sentences and recognise signs & symbols
- Be able to write simple sentences independently

What should I bring with me?

An A4 folder, A4 notepad and a pen.

Key information

Possible next steps

During this course, you will be given advice and guidance on other courses suitable for you and your personal goals.

Contact us

Our friendly staff can give you further advice and support.



email: adultcollegeenquiries@lbbd.gov.uk



call: 020 8270 4722