MAMED FUDARIZI
SIGNATURE CORPORATE TRAINING

PROFESSIONAL IMAGE & BUSINESS ETIQUETTE MASTERY

Building Confidence, Credibility & Professional Presence

2-DAY CORPORATE TRAINING PROGRAMME



Programme Overview

A comprehensive 2-day corporate training programme designed to strengthen professional image, personal confidence and workplace etiquette. Through practical learning, demonstrations and real-world scenarios, participants discover how to dress appropriately, project credibility, communicate professionally and conduct themselves with confidence in business and social settings.

Expected Course Outcomes

1. Project a professional image and create positive first impressions.
2. Dress confidently using suitable styles, colours and accessories.
3. Strengthen professional presence through posture, body language and non-verbal communication.
4. Practise appropriate business and social etiquette in workplace interactions.
5. Demonstrate proper dining etiquette and table manners in professional settings.
6. Maintain personal grooming and hygiene standards that support a polished appearance.

Suitable For: Executives, managers, corporate professionals and client-facing personnel.

KEY FOCUS AREAS

PROFESSIONAL IMAGE

Dress appropriately, present with confidence and create positive first impressions.

BUSINESS & SOCIAL ETIQUETTE

Communicate professionally and build stronger relationships.

DINING ETIQUETTE & TABLE MANNERS

Navigate business dining with confidence and cultural awareness.

LOOK PROFESSIONAL | ACT WITH CONFIDENCE | MAKE A LASTING IMPRESSION

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TRAINING MODULES

Seven modules. One practical learning journey.



DAY 1 — PROFESSIONAL IMAGE & PERSONAL PRESENTATION

01 Professional Image & Style Personality
First impressions, style personality and adapting communication.

02 Body Shape & Face Shape
Body and face shape identification, flattering fits and styling choices.

03 Professional Menswear & Womenswear
Business Formal, Business Casual and Smart Casual dress codes, wardrobe essentials and accessories.



DAY 2 — ETIQUETTE, COLOUR & GROOMING

04 Business & Social Etiquette
Body language, professional behaviour, introductions, networking and meeting etiquette.

05 Dining Etiquette & Table Manners
Table setting, cutlery, napkin etiquette, dining manners and buffet etiquette.

06 Colour & Professional Appearance
Undertones, colour coordination and colour psychology in professional dressing.

07 Personal Hygiene & Grooming
Oral care, skincare, scent, hair care and professional makeup guidance.

Your Trainer

Mamed Fudarizi

HRD Corp Accredited Trainer | ACIC | PICC | CDC | CPIC

Corporate trainer and professional image consultant with 16+ years of corporate experience, 7+ years of training experience and a cross-industry track record with government agencies, GLCs and leading corporations.

20,000+
professionals trained

Featured on TV3 Malaysia *Hari Ini*, *Borak Kopitiam* and *Berita Harian*.

Training Approach

- Trainer-led demonstrations and visual examples
- Hands-on practice in style, grooming, posture and etiquette
- Role-playing and workplace scenarios
- Group activities and peer learning
- Short practical assessments to reinforce learning

LET'S DEVELOP YOUR TEAM'S PROFESSIONAL PRESENCE

Call / WhatsApp
019 696 6606

Email
office@mamedfudarizi.com

FB / IG / TikTok:
mamed fudarizi

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