**Professional Appearance: The ABCs—Attitude, Bearing, and Clothing**

**HOW TO BE ABOVE AVERAGE!**

***Wouldn’t you like to be a rarity, with value far above rubies? There is a need for such leaders today.***

*We need*

*Women who will say, “Here am I, use me.”*

*Women who are examples for others to follow*

*Women who are willing to take a chance*

*Women who will encourage others*

*Women who aren’t touchy or petty*

*Women who can think beyond the moment*

*Women who have the attitude and bearing of a leader*

*Women who try to look their best*

*Women who can call a meeting to order*

*Women who will open their homes*

*Women who have compassion for those in trouble*

*Women who are ready to pursue excellence*

―*It Takes So Little to be Above Average*, Florence Littauer.

1. **The Attitude of a Servant**
2. **Accepting compliments:**

Accept each compliment as you would a gift, words wrapped in a box with a bow on top.

Write three possible compliments and how you might respond.

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1. **Accepting criticism:**

As a leader, be prepared to receive some criticism. When someone gives you unsolicited advice, remember you are a leader and respond like one.

Give one example of criticism and how you might respond.

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1. **Some good advice:**
2. Answer all who ask you.
3. Speak kindly to all.
4. Have the attitude of a servant.

**Important traits of a servant-leader**

1. **Flexibility:** Do you have the capacity to accept the unpleasant graciously? It is often true that the more you focus on others the easier it becomes to adjust to life’s changes.
2. **Attitude:** Your attitudes are clearly reflected in your habitual way of feeling about people and things. Learn to judge yourself—not others. Trust those who have earned your respect. Look inward and outward with respect and trust. Be optimistic; spread encouragement.
3. **Emotional control:** We all have both constructive and destructive emotions. Worry is a classic example of a negative emotion that can sap energy and distort your thinking. Live above worry by cultivating the positive emotions of faith and hope.
4. **Impartiality:** Having the attitude of a servant keeps us mindful of the importance of treating all persons as equals. Exceptional leaders treat each person with dignity. They make it a point to greet everyone, calling them by name when possible.
5. **Impulse control:** Think before you act or speak. Planning, self-control, and self-discipline allow you to accomplish much more than you could otherwise. This saves time and energy, and enables you to accomplish those things that are really worth while.
6. **Sensitivity:** Intentionally develop your ability to recognize the feelings, needs, and wishes of others. This will prepare you to become a source of strength and encouragement as a leader. Give your time and your smile; share your talents with those whose lives you touch
7. **Courtesy:** Good manners are an important characteristic of a Christian leader. They are not reserved for special people, but practiced every minute of every day. The mail man, the store clerk, the janitor—everyone you meet each day is accepted and respected as important. Be courteous at all times. A lady is always a lady, regardless of the situation.

*―*Modified from *It Takes so Little to be Above Average*, Florence Littauer.

**Showing confidence**

1. Your bearing expresses your degree of self-confidence.
2. People believe what they see, and you can control what they see. Have good posture and a pleasant, relaxed facial expression. Be sure your clothing is appropriate and you are well groomed.
3. Act in a slow, deliberate, and purposeful manner.
4. Don’t respond to distractions.
5. When entering someone’s office, be poised. Offer a firm handshake.
6. When sitting around a conference table, sit back in your chair with relaxed open arms.
7. While seated, keep your knees and feet together.

―Modified from D. A. Benton, *Lions Don’t Need to Roar*.

*The outward polish is useless unless your true inner beauty is released. And we all have that inner beauty. It is a gift from God.*

1. **the bearing of a leader**

Before you go shopping, have a plan. Consider what’s already in your closet. Determine your main color scheme. Buy items that are interchangeable so you can mix and match outfits. Be sure to read the care labels. Dry cleaning can become expensive. And don’t waste money on cheap fabrics or poorly made garments.

Take time to write down combinations of your clothes that looked well on you. Tack this on your closet wall and you will be able dress quickly in a well-coordinated outfit.

**Look for patterns and styles that complement your figure.**

*A. Are you tall?* Wear horizontal lines, full sleeves and color contrasts in tops and skirts/slacks.

*B. Weigh more than you’d like too?* Wear vertical lines, simple, tailored styles, and one-color outfits with some flare to the skirt.

*C. Are you short?* Wear vertical lines, V-necks, one-piece dresses, one- color outfits and straight, narrow styles.

*D. Are you thin?* Wear full skirts and dresses, full sleeves, horizontal lines, plaids and prints, and light, bright colors.

*E. Do you weigh more than you’d like to?* Wear skirts of darker colors than the blouse or top. Wear blouses with vertical lines or trim that takes the eye upward.

F. *Do you have a large bustline?* Wear blouse/tops of darker colors than your skirt/slacks, blouses or tops with vertical lines, and flared or A-line skirts.

**For Healthy, Attractive Hair**

1. Shampoo on schedule. You know how often you need to shampoo your hair. Stay on schedule.
2. Stick with a hairdresser who cuts your hair well. Consult your hairdresser if you want to change your hair style.
3. Keep your hairstyle attractive, but modest and in good taste. If you are comfortable with your hair, you can focus on the tasks at hand.

―Emily Hunter, *Christian Charm*.

**For Healthy, Attractive Hands**

1. Lovely hands are clean, smooth, and well-manicured.
2. Pamper your hands with a good moisturizing lotion regularly. Wear gloves to protect your hands from harsh jobs and cold weather.
3. Learn to shape your nails using an emery board or file. Strive for a graceful oval contour. Avoid short, stubby fingernails or long claws.
4. Soak your fingers in warm, soapy water for about five minutes. Clean your knuckles, nails, and cuticles with a soft brush.
5. Push back the cuticle after moistening with cuticle remover or oil. Remove any hangnails with clippers.
6. Lovely hands are poised. Nervous and other quick movements destroy your poise.
7. Train your hands to assume graceful postures, such as crossing your hands with open palms together.

***Activity*: Role Models in Servant Leadership**

1. Whom do you know who is an excellent role model of servant-leadership?

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1. How does this person’s leadership reveal the attitude of a servant-leader?

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1. Have you ever had a mentor? If so, who? What did you learn from him/her?

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1. If you were to choose a mentor, who would you select? Why?

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1. What qualities and skills would you want to learn from your mentor?

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1. How do you rate your own attitudes in general?

\_\_\_\_\_\_Excellent\_\_\_\_\_\_Good \_\_\_\_\_\_Fair\_\_\_\_\_\_ Poor\_\_\_\_\_\_In need of improvement

1. What strengths do you possess?

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1. How well do you cope with criticism?

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1. How can you prepare to face criticism calmly?

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1. Circle the characteristics you want to develop in your leadership:

Emotional Control Impulse Control Sensitivity Flexibility

Patience Impartiality Courtesy

**Size up YOUR Figure**

What is the major good thing about my figure?

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What is the main flaw in my figure?

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What should my attitude be toward any flaws in my figure?

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What techniques can I use to minimize the flaws in my figure?

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What are the main colors in my current wardrobe?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What color looks best next to my skin, especially around my face?

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What color brings me compliments when I wear it?

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What color/s should I add when purchasing new clothing to build on the wardrobe I already own?

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You may want to cut out some pictures of clothing that you think would be good for your size/frame. Paste them on a sheet of paper. Take this with you when going shopping.

***ACTIVITY:* ATTITUDE, BEARING, AND CLOTHING**

*Underline accurate responses. More than one may be correct.*

**“A” is for Attitude:**

1. Attitude should create an air of superiority.
2. Attitude should create an atmosphere of love.
3. Attitude should make me approachable.

**“B” is for Bearing:**

1. Proper bearing demonstrates that we recognize that we are daughters of the King of Kings.
2. Proper bearing is a form of boasting about one’s self.
3. Proper bearing includes good posture.

**“C” is for Clothing:**

1. Appropriate clothing gives us confidence that we are representing our Lord properly.
2. Attractive clothing exhibits conceit and self-centeredness.
3. Well-coordinated clothing allows us to forget ourselves and focus on the task at hand.

*When you stand in front of the mirror, ask yourself: “Is there anything about my appearance I would change if I knew I would meet Jesus today?”*

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