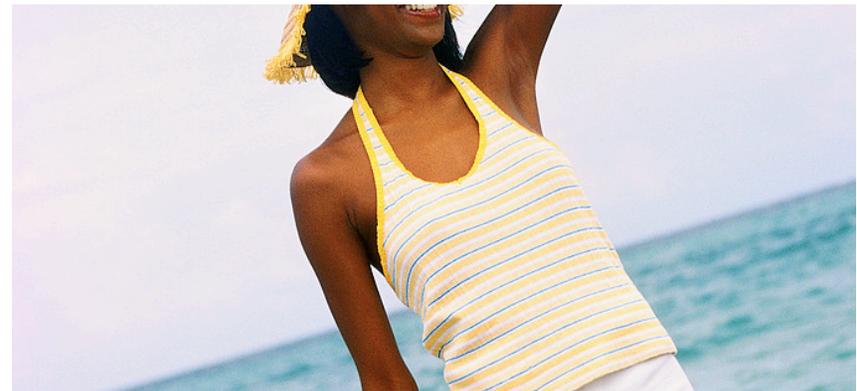


DRESSING PROFESSIONALLY ON A BUDGET

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WHAT IS ACCEPTABLE FOR WORK?



WHAT WE WILL COVER TODAY

First Impressions

What is Business Casual?

*Creating a Seasonless
Wardrobe*

Wardrobe Planning



**“You never have
a second chance
to make a
first impression.”**

FIRST IMPRESSIONS

First impressions are extremely important, especially in the business world.

In order to make a good first impression, you need to dress professionally and separate your social image from your professional presence.

YOUR PROFESSIONAL PRESENCE

- *Social vs. Professional Appearance – What you wear off the job or socially doesn't have to be what you wear at work.*
- *Perfume and Cologne – Even if you smell good, scent can be an issue.*
- *Tattoos and Piercing – Depending on your workplace, consider covering tattoos and removing piercing rings.*

LITTLE DETAILS THAT MATTER

- *Clothes should be neat and clean*
- *Shoes in good condition*
- *Hair clean and neatly styled*
- *For women: makeup should be subtle*
- *Nails are clean, neat and of reasonable length*
- *Dress for the job you want*

RULES FOR CASUAL DRESS AT WORK

Casual dress policies are often confusing!



SIMPLE RULES

- *Casual doesn't mean sloppy.*
- *Simple solution: khakis and a sport shirt or sweater.*
- *Going to a meeting or making a presentation? Professional attire only.*

BUSINESS CASUAL DRESS CODE

Not all casual clothing is suitable for the office, for example:

- Clothing that reveals too much.
- Anything wrinkled, torn, dirty, or frayed.
- Any clothing with offensive words, terms, or pictures.
- Hats, except head covers required by religion or culture

Sports team, university, and fashion brand names on clothing are generally acceptable.

WHAT NOT TO WEAR TO WORK

- *Flip-flops, sneakers*
- *Any visible underwear*
- *Shorts*
- *Jeans*
- *Low-rise or very tight pants*
- *Low-cut, midriff-baring or tight tops*

TRENDY VS. CLASSIC

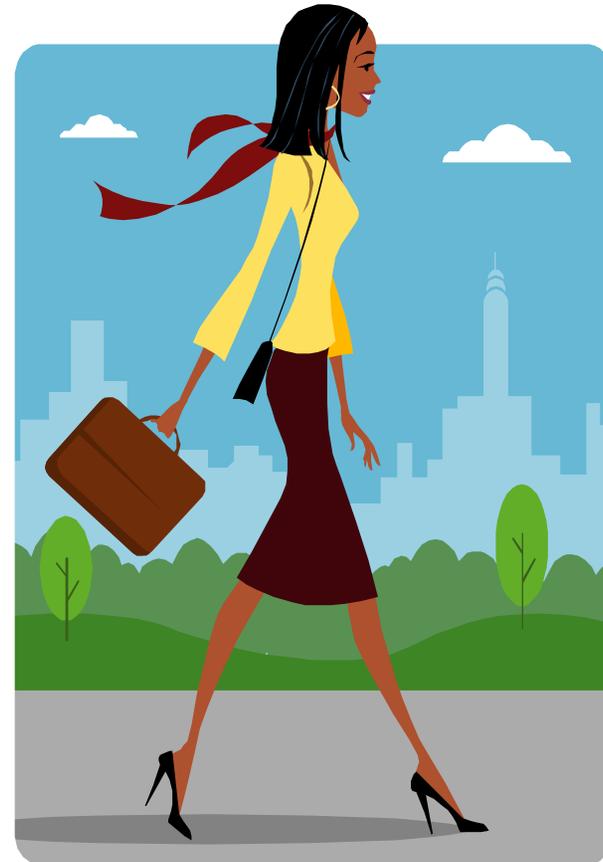
- *Buy classic styles.*
- *A suit that will last for years is a better investment than trendy attire.*
- *Err on the side of dressing conservatively.*
- *Big ticket items – suits, dresses, coats – buy classic styles.*
- *Accessories – buy trendy but inexpensive accessories in bright seasonal colors.*

FIND AFFORDABLE CLOTHES

- *Clearance racks*
- *Outlet stores*
- *Goodwill/Disabled American Veterans*
- *Borrow*
- *Second-hand/thrift shops*
- *Yard/garage sales*
- *Naked Lady Swap Meets (What's that?)*

CREATING A SEASONLESS WARDROBE

- *Mix and match key pieces*
- *No two pieces should be the same, but they should coordinate*
- *Accessories pull the look together*



TAKE INVENTORY

- *Take an inventory of your closet and make a list of things you need.*
- *Buy the best quality you can afford.*

WARDROBE PLANNING

- *Get organized.*
- *Evaluate your present wardrobe.*
- *Decide on a basic color plan = Neutrals.*
- *Plan for variety and flexibility.*
- *Determine your clothing budget.*
- *Buy basic styles.*
- *Find good quality.*
- *Take care of the clothes you have!*

MAKE THE MOST OF YOUR WARDROBE

*5-piece wardrobe =
6 looks*

*8-piece wardrobe = 30
looks*

*9-piece wardrobe = 42
looks*



FIVE-PIECE WARDROBE



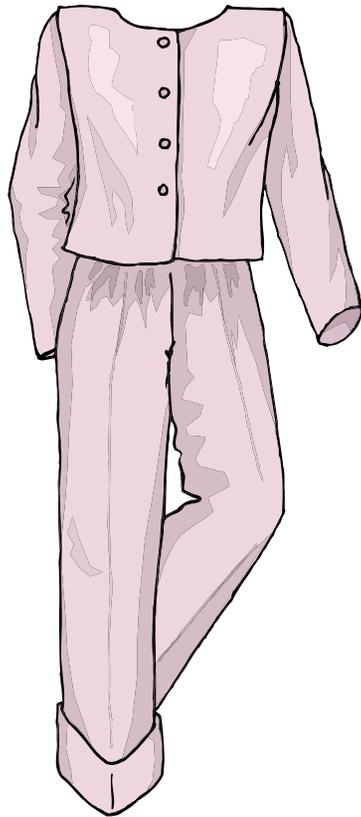
- *1 jacket*
- *1 blouse*
- *1 short skirt*
- *1 long skirt*
- *1 pair of pants*

EIGHT-PIECE WARDROBE

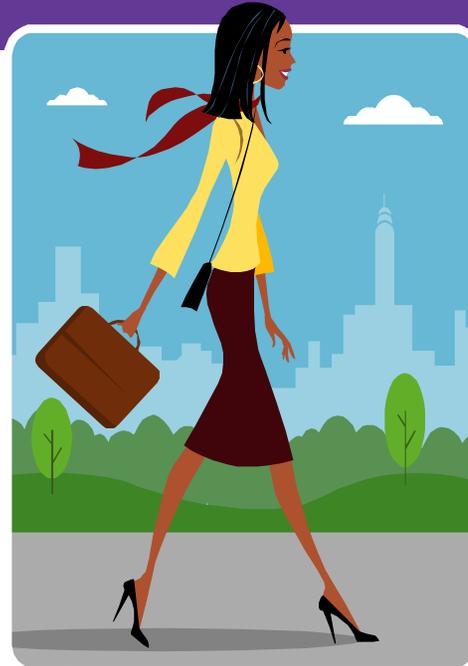
- *2 jackets*
- *1 pants*
- *1 short skirt*
- *2 long skirts*
- *2 tops*



NINE-PIECE WARDROBE



- *2 jackets*
- *2 blouses*
- *1 shirt*
- *1 pair of pants*
- *2 long skirts*
- *1 short skirt*



Clothes communicate nonverbally. Learning to dress professionally is a process, not an event.

RESOURCES

Basic Apparel Management, S134H, K-State Research and Extension publication

Basic Job Ready Skills, S134A, K-State Research and Extension publication

Basic Health and Wellness, S134D (Spanish S134DS), K-State Research and Extension publication

Diana Pemberton-Sikes – <http://www.FashionForRealWomen.com>.

Dress Well with a Tight Budget –

<http://ezinearticles.com/?Dress-Well-with-a-Tight-Budget&id=174381>

Clothes Make the Man or Woman –

http://careerplanning.about.com/cs/dressingforwork/a/dress_success.htm

What Not to Wear on a Job Interview –

<http://jobsearch.about.com/od/interviewattire/a/interviewnot.htm>

Dress for Work Success –

http://humanresources.about.com/od/workrelationships/a/dress_code.htm

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

EP160

August 2009

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