This learning activity package on grooming for health workers is one of a series of 12 titles developed for use in health occupations education programs. Materials in the package include objectives, a list of materials needed, information sheets, reviews (self evaluations) of portions of the content, and answers to reviews. These topics are covered: grooming, dental hygiene, and good grooming for men and women. (YLB)
GROOMING

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OBJECTIVES:

After you complete this LAP, you will be able to do the following:

1. List three reasons why good grooming is important.
2. Name three signs of a well-groomed person.
3. List six signs of a well-groomed female employee.
4. List six signs of a well-groomed male employee.

MATERIALS NEEDED:

PENCIL OR PEN
WORK SHEET
WORDS YOU SHOULD KNOW:

PROFESSION: A principal calling, vocation or employment

PROFESSIONALISM: The conduct, aims, or qualities that characterize or mark a profession or a professional person

PROFESSIONAL: Conforming to the ethical standards of a profession

GROOM: To make neat or attractive

AURA: A distinctive atmosphere surrounding a person

ORAL PROPHYLAXIS: The cleaning of teeth

TO MAINTAIN: To keep
WHY IS GOOD GROOMING NECESSARY?

HELPS YOU TO GET A JOB
HELPS YOU TO KEEP A JOB

YOU WILL RECEIVE PEER ACCEPTANCE.
YOU WILL MAINTAIN PROFESSIONALISM.
YOU WILL NOT BE OFFENSIVE TO OTHERS.
YOU WILL MAINTAIN YOUR GOOD HEALTH.
YOU WILL BECOME A BETTER LOOKING PERSON.
YOU WILL MAKE A BETTER IMPRESSION ON OTHERS.
YOU WILL MAINTAIN A PLEASING AURA.
YOU WILL BE HAPPIER ABOUT YOURSELF.

WHO WOULD YOU HIRE?

NEAT HAIR
TRIMMED MOUSTACHE
CLEAN AND NEAT CLOTHING
POLISHED SHOES

BODY ODOR
DIRTY CLOTHES
MISSING BUTTON
DIRTY SHOES
GOOD GROOMING IS A REFLECTION OF A PERSON WHO EATS PROPERLY

(REVIEW THE NUTRITION LAP)

EXERCISES

HAS ADEQUATE REST
GOOD DENTAL HYGIENE

REMINDER

TO FLOSS AND BRUSH YOUR TEETH DAILY
IF YOU HAVE TIME, IT IS BEST TO BRUSH
AFTER EACH MEAL OR SNACK.

TO MAINTAIN YOUR HEALTHY SMILE,

YOU SHOULD HAVE A DENTAL CHECKUP
AND AN ORAL PROPHYLAXIS
TWICE A YEAR.
ODORS THAT ARE NOT ACCEPTABLE FOR A WELL-GROOMED PERSON.

BAD BREATH

BODY ODORS

CIGARS AND CIGARETTES

STRONG PERFUMES OR AFTERSHAVE
DO YOU REMEMBER?

WRITE ANSWERS ON YOUR WORK SHEET.

1. LIST THREE REASONS WHY GOOD GROOMING IS NECESSARY?
   A. 
   B. 
   C. 

2. TRUE OR FALSE:
   
   A. Good grooming is a reflection of a person who eats well and gets adequate rest.
   B. A daily bath is not necessary for a well-groomed person.
   C. To maintain a healthy mouth, you should have a dental checkup twice a year.

3. LIST THREE ODORS THAT ARE NOT ACCEPTABLE FOR A WELL-GROOMED PERSON.
   A. 
   B. 
   C. 

REVIEW I.

ANSWER KEY

1. (ANY THREE)

- Helps you get a job
- Helps you keep a job
- Peer's acceptance
- Professionalism
- Good health
- Nonoffensive
- Better looking
- Better impression
- Aura
- Happier you

2. True or False

A. True
B. False
C. True

3. (ANY THREE)

- Body odor
- Bad breath
- Cigars and cigarettes
- Strong perfumes or after shave
MEN MUST SHAVE DAILY.

TAKE CARE OF YOUR COMPLEXION.

WASH YOUR FACE AND EAT THE RIGHT FOODS.

KEEP YOUR MOUSTACHE CLEAN.

KEEP MOUSTACHE FREE OF DEBRIS.

DON'T PLAY WITH OR TOUCH YOUR BEARD.

WHILE WORKING, DON'T CHEW YOUR MOUSTACHE.

MAINTAIN A WELL-TRIMMED MOUSTACHE AND BEARD.

KEEP NASAL HAIR TRIMMED.
WOMEN'S NEEDS

SHAVE YOUR LEGS AND UNDERARMS AS FREQUENTLY AS NEEDED.

YOUR MAKEUP SHOULD BLEND WITH YOUR OCCUPATION AND BE IN GOOD TASTE.

DO NOT USE HEAVY EYE MAKEUP.
DO NOT WEAR FALSE EYELASHES.
USE MUTED EYESHADOWS.
DO NOT WEAR BRIGHT EYESHADOWS.

LET YOUR MAKEUP COMPLEMENT THE COMPLEXION OF YOUR SKIN.

BE CAREFUL OF MENSTRUAL ODOR.
HAIR CARE

Hair should be neat at all times.

Wash your hair frequently.

Hair should be clean and styled off your collar.

While at work, your hair should not have:
- Ribbons
- Flowers
- Beads
- Scarves
- Headbands
- Decorative items

No dandruff

Professionalism requires neat, clean, and healthy hair. Your hairstyle reflects your profession.
FINGERNAILS

Must be kept short and clean.

Don't chew your nails.

Hands should be free of stains such as:

- Tobacco
- Paint
- Shoe polish
- Gardening
- Car grease

If nail polish is used, it should be clear.

Can you think of others?
JEWELRY IS NOT PART OF YOUR UNIFORM

JEWELRY THAT IS NOT ACCEPTABLE WHILE IN UNIFORM:
- Rings
- Necklaces (gold, silver, etc.)
- Shells
- Charms (of any kind)
- Flowers
- Stick pins
- Elaborate pins
- Flashy, dangling earrings
- Bracelets
- Men’s necklaces

Wedding rings and watches are permitted.
YOUR UNDERGARMENTS

WOMEN

Mend bra with needle and thread. Do not use safety pins to mend it.

Do not wear bright colored underwear; wear flesh-colored or white underwear.

Make sure the color of the socks blend well with your pants.

Your hose should be changed daily.

If your hose have a run, do not wear them.

MEN

Make sure the color of the socks blend well with your pants.

All undergarments should be changed daily.

Men’s socks should be changed daily.

Do not wear socks if there is a hole in the toe or heel.

Change your underwear daily.

Do not wear bright-colored underwear.
ODDS AND ENDS

No missing buttons.

Use a needle and thread for clothing repairs.

Replace shoelaces and heels as needed.

Replace broken laces.
Clean and polish shoes.

Properly repair broken glasses.
Keep glasses clean (no fingerprints).
REVIEW II.

DO YOU REMEMBER?

TRUE OR FALSE

1. A man's moustache and beard need not be trimmed.

2. Your hair can be styled so that it covers the collar.

3. Professionalism requires neat, clean, and healthy hair.

4. Your fingernails must be kept short and clean.

5. Your hands should be free of stains.

6. Jewelry is not part of your uniform.

7. Watches and wedding rings are permitted while at work.

8. Bracelets are permitted while in uniform.

9. Your hose should be light in color.

10. Men's socks need not be changed daily.
REVIEW II. ANSWER KEY

1. False
2. False
3. True
4. True
5. True
6. True
7. True
8. False
9. True
10. False

HOW DID YOU DO? ALL CORRECT? GREAT, GO AHEAD.

MISSED ONE OR TWO?

GO BACK AND REREAD PAGES 10 - 14 OF THIS LAP.
WELL-GROOMED FEMALE EMPLOYEE

CLEAN HAIR

CLEAN MOUTH

LIGHT MAKEUP

SIMPLE HAIRSTYLE

NO DANGLING EARRINGS

NO JEWELRY

HAIR OFF COLLAR

DEODORANT USED

NO PERFUMES

CLEAN, WRINKLE-FREE UNIFORM

CORRECT DRESS LENGTH

CLEAN SHOES AND SHOELACES

LIGHT OR WHITE HOSE

CLEAN UNDERWEAR
WELL-GROOMED MALE EMPLOYEE

- Clean hair
- Hair off collar
- Clean short nails
- Well-polished shoes
- Clean mouth
- Deodorant used
- No jewelry
- Clean shoes and shoelaces
- Clean shaved
- Trimmed mustache
- Clean and wrinkle-free uniform
- Clean underwear
WELL-GROOMED FEMALE EMPLOYEE

ARE YOU? YES OR NO

1. IS YOUR HAIR CLEAN?

2. IS YOUR MAKEUP LIGHT?

3. IS YOUR MOUTH CLEAN AND HEALTHY?

5. DO YOU HAVE A SIMPLE HAIR-STYLE?

6. ARE YOU WEARING DANGLING EARRINGS?

7. DID YOU USE DEODORANT TODAY?

8. ARE YOUR NAILS CLEAN AND SHORT?

9. ARE YOU WEARING CLEAN UNDERWEAR?

10. IS YOUR MAKEUP LIGHT?

11. ARE YOU WEARING CLEAR NAIL POLISH?

12. ARE YOU WEARING LIGHT OR WHITE HOSE?

13. ARE YOUR SHOES AND SHOELACES CLEAN?
WELL-GROOMED MALE EMPLOYEE
ARE YOU? YES OR NO

1. IS YOUR MOUTH CLEAN AND HEALTHY?
2. IS YOUR HAIR CLEAN?
3. IS YOUR HAIR OFF OF YOUR COLLAR?
4. ARE YOUR NAILS CLEAN AND SHORT?
5. ARE YOU WEARING STRONG AFTERSHAVE?
6. ARE YOUR SHOES WELL-POLISHED?
7. DID YOU USE DEODORANT TODAY?
8. ARE YOU WEARING JEWELRY?
9. DID YOU SHAVE TODAY?
10. DID YOU TRIM YOUR MOUTHCHE?
11. IS YOUR UNIFORM CLEAN?
12. ARE YOU WEARING CLEAN UNDERWEAR?

How did you do? Good!!! Not well---Go back and reread the lap.

***************
WOMEN

COVER THIS SIDE OF PAPER WHILE TAKING YOUR TEST

1. ____________________
2. ____________________
3. ____________________
4. ____________________
5. ____________________
6. ____________________
7. ____________________
8. ____________________
9. ____________________
10. ____________________
11. ____________________
12. ____________________
13. ____________________

CORRECT ANSWER

1. YES
2. YES
3. YES
4. YES
5. YES
6. NO
7. YES
8. YES
9. YES
10. YES
11. YES
12. YES
13. YES

MEN

1. ____________________
2. ____________________
3. ____________________
4. ____________________
5. ____________________
6. ____________________
7. ____________________
8. ____________________
9. ____________________
10. ____________________
11. ____________________
12. ____________________

CORRECT ANSWER

1. YES
2. YES
3. YES
4. YES
5. NO
6. YES
7. YES
8. NO
9. YES
10. YES
11. YES
12. YES

HOW DID YOU DO? GOOD

NOT WELL

----GO BACK AND REREAD THE LAP
DO NOT SNACK IN FRONT OF YOUR PATIENTS.

WELL-GROOMED PEOPLE DO NOT CHEW GUM WHILE WORKING.

CANDY CAUSES DECAY OF YOUR TEETH.

DO NOT BRING DRINKS TO THE WORK STATION (YOU MAY HAVE AN ACCIDENT).

IF YOU SMOKE, BE CAREFUL OF SMOKER'S ODOR. TOBACCO BREATH!!!!

SMOKE ODOR ON YOUR HANDS!!!!
TOBACCO ODOR IN YOUR CLOTHING!!!!
SMOKE ODOR IN YOUR HAIR!!!!
SMOKE STAINS ON YOUR TEETH!!!!

DO NOT EAT, DRINK, OR SMOKE AT YOUR WORK STATION.
POSTURE

GOOD POSTURE IS A PART OF GOOD GROOMING.
A SLOUCHED POSTURE IS A MARK OF A POORLY GROOMED PERSON.

LOOK ALIVE!! WALK TALL!!

BE PROUD OF YOURSELF!!!!

BODY LANGUAGE????

GRAMMAR

THE WELL-GROOMED PERSON SPEAKS PROPERLY.

ENUNCIATE YOUR WORDS.

SMILE WHEN YOU SPEAK,
DON'T SPEAK WITH YOUR MOUTH FULL OF FOOD OR GUM.

USE EYE CONTACT WHEN YOU SPEAK.
GROOMING

BEING A WELL-GROOMED PERSON TAKES TIME. IT DOES NOT HAPPEN OVERNIGHT. YOU MUST PLAN EACH DAY ON HOW TO CARE FOR YOURSELF. BY YOUR DAILY CARING AND PLANNING, GOOD GROOMING WILL BECOME A HABIT.

YOU ARE NOW READY TO TAKE YOUR GROOMING FINAL LAP REVIEW. YOUR INSTRUCTOR HAS THE REVIEW AND YOUR COMPLETION CARD.
Learning Activity Packages
Available from the Department of Education

This learning activity package is one of a series of 12 titles relating to health careers that are available from the California State Department of Education. A student packet and an instructor's packet are published in each of the following subjects:

- Blood Pressure
- Confidentiality
- Grooming
- Handwashing Technique
- Metric System
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- Observation of Patient
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- Shock and Anaphylactic Shock
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- Temperature, Pulse, and Respiration

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