



安讯教育与科技有限公司  
Axon Consultancy Sdn Bhd

# ELEVATE YOUR IMAGE

## WITH THE PROFESSIONAL VIRTUAL LOOK PROGRAMME

### TRAINING DETAILS

**Duration : ½ Day or 1 Day  
(Customizable Upon Request)**



### Recommended Participants:

Professionals who:

- Connect with international clients online
- Conduct virtual presentations or meetings
- Offer online courses, training, or consultations



**Axon Consultancy Sdn. Bhd.**

(Co Reg no: 201701042497)

2-2, Plaza Usahawan Genting Kelang, Jalan Danau Naiga,  
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## Course Overview:

In today's digital business world, first impressions are often made through a screen. This program equips participants with the skills and confidence to project professionalism, credibility, and warmth in virtual environments. Participants will learn how to optimize their appearance, manage virtual settings, and master online etiquette to build trust and engagement during virtual meetings, presentations, and collaborations

## Course Objective

By the end of this programme, participants will be able to:

- ✓ Understand the fundamentals of virtual settings and their impact on communication
- ✓ Differentiate between confidence and casual presence in online interactions
- ✓ Present themselves professionally in virtual meetings
- ✓ Apply principles of virtual etiquette and protocol effectively
- ✓ Manage virtual meetings with ease and professionalism

## Training Methodology

This workshop adopts an **interactive and practical approach** combining:

- **Interactive Lectures** – Key concepts, best practices, and visual demonstrations.
- **Practical Demonstrations** – Real-time examples of lighting, posture, and framing.
- **Role Play & Image Review** – Personalized feedback on participants' virtual setup.
- **Group Discussions** – Sharing experiences and best practices for improvement.



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## Course Outline:

### Module 1: Mastering Virtual Presence

- The essentials of an impressive virtual appearance
- Dressing for success: virtual dos and don'ts
- The importance of posture, body language, and eye contact on camera
- Choosing the right colors and styles that project professionalism

### Module 2: Virtual Etiquette & Protocol

- Preparing your virtual environment for success
- Online meeting etiquette: before, during, and after sessions
- Managing interactions professionally in virtual meetings
- Using the right devices and settings for effective communication

### Module 3: Creating a Winning Virtual Office

- Selecting appropriate physical or virtual backgrounds
- Setting up optimal lighting for a clear and polished appearance
- Correct camera and webcam placement for natural engagement
- Framing yourself professionally on screen

### Key Takeaway

Participants will leave the workshop equipped to **command attention, build credibility, and foster genuine connections through a professional and confident virtual presence.**



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## Trainer Portfolio: Ms Hazel Yap

**HRDC Accredited Trainer | CBIP | OUM | AICI | 4X4 Colour Consultant**

With a strong background in image consultancy and corporate experience, Hazel empowers professionals and entrepreneurs to align their personal style with their career aspirations and authentic identity. She specializes in helping individuals develop a polished, consistent image that builds confidence, enhances credibility, and supports long-term success.

A Certified Professional in Brand Image Consultancy (OUM) and Certified 4x4 Color Consultant, she also serves as a Board Member of AICI Malaysia and is an active member of the Association of Image Consultants International (AICI). As an HRD Corp Accredited Trainer and Fitness Trainer, she integrates style, presence, and well-being into her training, ensuring a holistic approach to personal branding and professional growth.

With 18 years of experience as an Account Manager in the FMCG international sector, she combines corporate insight with image expertise to deliver impactful, practical, and transformative learning experiences.



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