

Business Casual 101

A QUICK GUIDE FOR DRESSING FOR THE NATIONAL JAIL LEADERSHIP COMMAND ACADEMY PROGRAM

Tops

- Button-down Shirts
- Short-sleeved Polos
- Blouses

Jackets & Sweaters*

- Fine-knit Sweaters
- Sweater Vests
- Blazers
- Suit Jackets

Bottoms

- Dress Slacks
- Chino Pants (Khakis)
- Suit Pants
- To-the-knee Skirts & Dresses

Shoes

- Loafers
- Dress Shoes
- Closed-Toe Heels
- Flats
- Dress Boots

Avoid

- ⊗ Brand Logos
- ⊗ Hoodies or Sweat Shirts
- ⊗ Crocs, Flip Flops, Sandals
- ⊗ Sneakers
- ⊗ T-Shirts
- ⊗ Baseball Caps & Beanies
- ⊗ Jeans

business casual

adjective

relating to or denoting a style of clothing that is less formal than traditional business wear, but is still intended to give a professional and businesslike impression.

Oxford English Dictionary - www.oed.com



*Our training & conference spaces are often cold. We recommend that you bring a jacket or sweater.

Be Comfortable • Be Yourself • Be Professional