

Body Language Basics Workshop

Course Duration 1 Day

Can you tell if someone is telling the truth just by looking at them? It is a skill that a lot of people do not have. Through Body Language Basics you will be given a set of tools to use to your advantage. These tools can be utilized in the office and at home. Understanding Body Language will provide you a great advantage in your daily communications.

Body Language Basics will provide you with a great set of skills to understand that what is not said is just as important than what is said. It will also give you the ability to see and understand how your own Body Language is being seen. You will be able to adjust and improve the way you communicate through non-verbal communications.

Course Objectives

At the end of the course participants will be able to:

- Define body language.
- Understand the benefits and purpose of interpreting body language.
- Learn to interpret basic body language movements.
- Recognize common mistakes when interpreting body language.
- Understand your own body language and what you are communicating.
- Practice your body language skills

Course Outline

Communicating with Body Language

Learning a New Language
More than Words
Actions Speak Louder than Words

Reading Body Language

Head Position
Translating Gestures into Words
Open vs. Closed Body Language
The Eyes Have It

Body Language Mistakes

Poor Posture
Invading Personal Space
Quick Movements
Fidgeting

Gender Differences

Facial Expressions
Personal Distances
Female Body Language

Male Body Language

Nonverbal Communication

Common Gestures
The Signals You Send to Others
It's Not What You Say, It's How You Say It
What Your Posture Says

Facial Expressions

Linked with Emotion
Micro-Expressions
Facial Action Coding System (FACS)
Universal Facial Expressions

Body Language in Business

Communicate with Power
Cultural Differences
Building Trust
Mirroring

Lying and Body Language

Watch Their Hands
Forced Smiles
Eye Contact
Changes in Posture

Improve Your Body Language

Be Aware of Your Movements
The Power of Confidence
Position and Posture
Practice in a Mirror

Matching Your Words to Your Movement

Involuntary Movements
Say What You Mean
Always Be Consistent
Actions Will Trump Words