

The Art Of Body Language

About the Workshop

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 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

Learning Objectives

Upon completion of workshop participants will be able to:

- Communicate with body language
- Read Body Language
- know mistakes of body language
- Use body language in Business
- Match words to body movements

Target Audience

This course will appeal to a wide range of audiences and is intended for anyone.

Topics Covered

- 1. Getting Started**
 - a. Icebreaker
 - b. Housekeeping Items
 - c. The Parking Lot
 - d. Workshop Objectives
- 2. Communicating with Body language**
 - a. Learning a New Language
 - b. The Power of Body Language
 - c. More Than Words
 - d. Actions Speak Louder Than Words
 - e. Case Study
 - f. Module Two: Review Questions
 - g. Reading Body Language
 - h. Head Position
 - i. Translating Gestures Into Words
 - j. Open Vs. Closed Body Language
 - k. The Eyes Have It
 - l. Case Study
 - m. Module Three: Review Questions
- 3. Body Language Mistakes**
 - a. Poor Posture
 - b. Invading Personal Space
 - c. Quick Movements
 - d. Fidgeting
 - e. Case Study
 - f. Module Four: Review Questions
- 4. Gender Differences**
 - a. Facial Expressions
 - b. Personal Distances
 - c. Female Body Language
 - d. Male Body Language
 - e. Case Study
 - f. Module Five: Review Questions
- 5. Non-Verbal Communication**
 - a. Common Gestures
 - b. The Signals You Send to Others
 - c. It's Not What You Say, It's How You Say It
 - d. What Your Posture Says
 - e. Case Study
 - f. Module Six: Review Questions
- 6. Facial Expressions**
 - a. Linked With Emotion
 - b. Micro-expressions

- c. Facial Action Coding System (FACS)
- d. Universal Facial Expressions
- e. Case Study
- f. Module Seven: Review Questions
- 7. Body Language in Business**
 - a. Communicate With Power
 - b. Cultural Differences
 - c. Building Trust
 - d. Mirroring
 - e. Case Study
 - f. Module Eight: Review Questions
- 8. Lying and Body Language**
 - a. Watch Their Hands
 - b. Forced Smiles
 - c. Eye Contact
 - d. Changes in Posture
 - e. Case Study
 - f. Module Nine: Review Questions
- 9. Improve Your Body Language**
 - a. Be Aware of Your Movements
 - b. The Power of Confidence
 - c. Position and Posture
 - d. Practice In a Mirror
 - e. Case Study
 - f. Module Ten: Review Questions
- 10. Matching Your Words to Your Movement**
 - a. Involuntary Movements
 - b. Say What You Mean
 - c. Always Be Consistent
 - d. Actions Will Trump Words
 - e. Case Study
 - f. Module Eleven: Review Questions
- 11. Wrapping Up**
 - a. Words from the Wise
 - b. Review of Parking Lot
 - c. Lessons Learned
 - d. Completion of Action Plans and Evaluations

Methodology

- Learning Concepts/Presentations
- Group Activities and Discussions
- Tips and Tools
- Individual and Team Exercises
- Role Plays/Case Studies
- Educational Videos
- Action Plan to ensure Application of the Learning

Duration: 6 hours