

# Body Language

**Duration: 1 day**

Body Language is the unspoken or non verbal communication that is exchanged during every interpersonal encounter. Positive body language helps people communicate better on every level and also helps them understand other peoples' body language, thus equipping them with skills to make a great impression rather than a bad one.

As much as 80% of any message is communicated via our body language, only as little as 7% is attributable to the actual words of a conversation. This workshop is designed by body language experts to help you discover what it is, how it works, why it is so important and how, with a little knowledge and understanding you can greatly change the outcome of every day situations.

## Who should attend this course?

Individuals or teams wishing to employ body language as a core communication skill

## Course Objectives

Upon completion of this course participants will be able to:

- Understand the underlying principles of body language and how you can employ them to your own personal advantage
- How to use your body movements successfully in all communication
- How to read another person's eyes and body movements correctly
- How to send unconscious messages of liking, agreement, support, and how to read it in others
- Use body positioning, including where to sit and stand to be in the strongest position.
- How to walk, enter a room, talk, stand and sit so people instantly feel at ease with you, and so that you are in the strongest position
- Changes you can make immediately to increase your personal self esteem and credibility

Optional: Use of professional actors for role plays and practical activities

## Course Outline

### Understanding the nature of Body Talk

- What is positive body language?
- How does it work and how can it be applied with ease?
- Distinguishing between congruous and non congruous body language
- Why a little knowledge is dangerous, and why it's important to learn the basics properly
- How Body Language acts as a fundamental communication skill
- The statistics of body language

### Defining Your Own Body Language

- Self –assessment exercise

### Understanding Why People Behave the Way They Do

- Applying body language naturally and reaping the benefits of improved influence
- Improving your confidence, image and outlook with body language

### **Assertive Body Language**

- How to support your ideas by positive body language

### **Personal Development**

- Developing an action plan for ongoing positive body language in the workplace
- Using positive body language