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# Body Language Boot Camp - Basic Training

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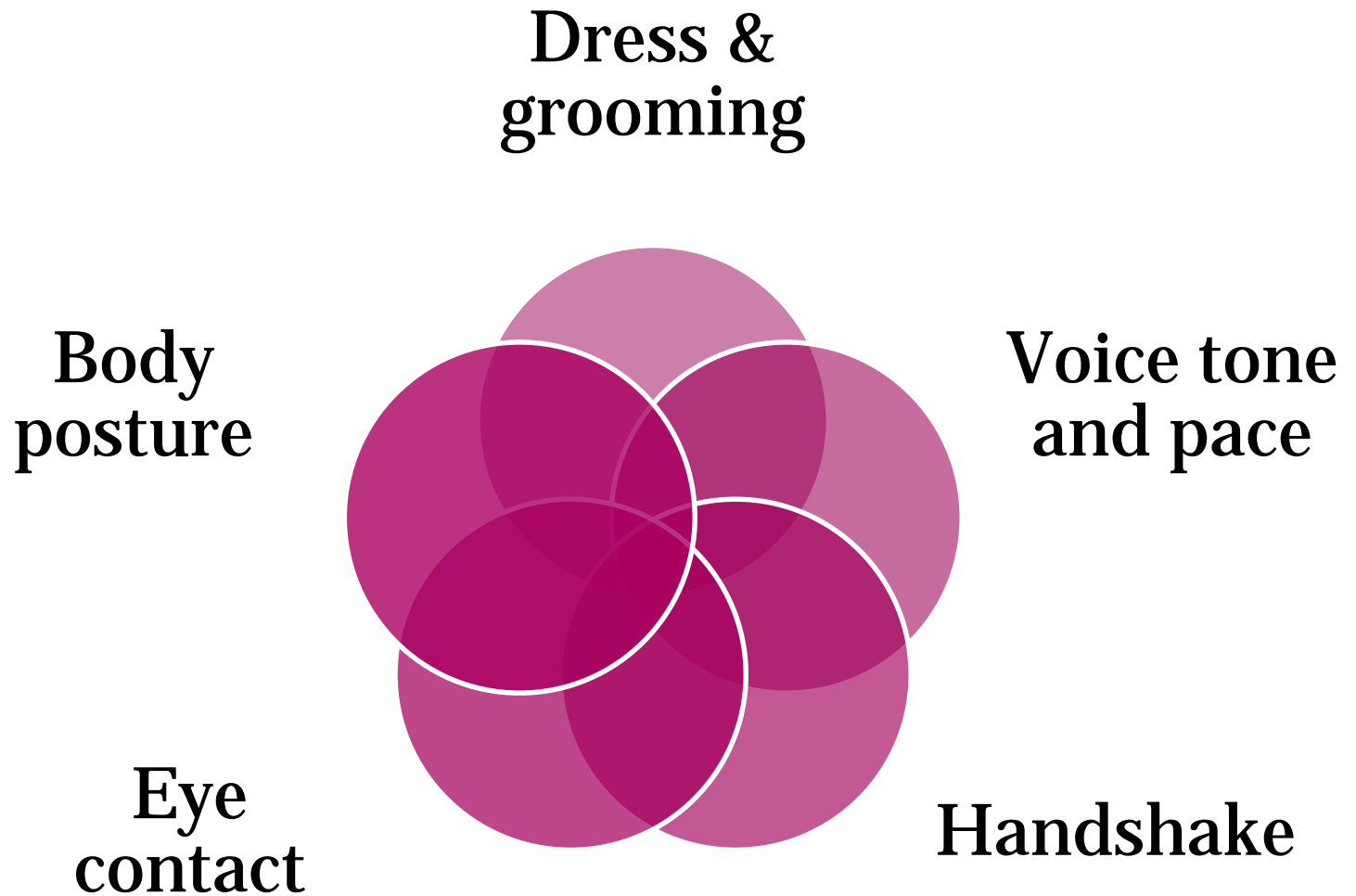
# Agenda

- 1** Recognize importance of body language
- 2** Develop a comfortable handshake
- 3** Identify and demonstrate good posture
- 4** Critique body language and assess meaning



# Recognize importance of body language

# Body Language



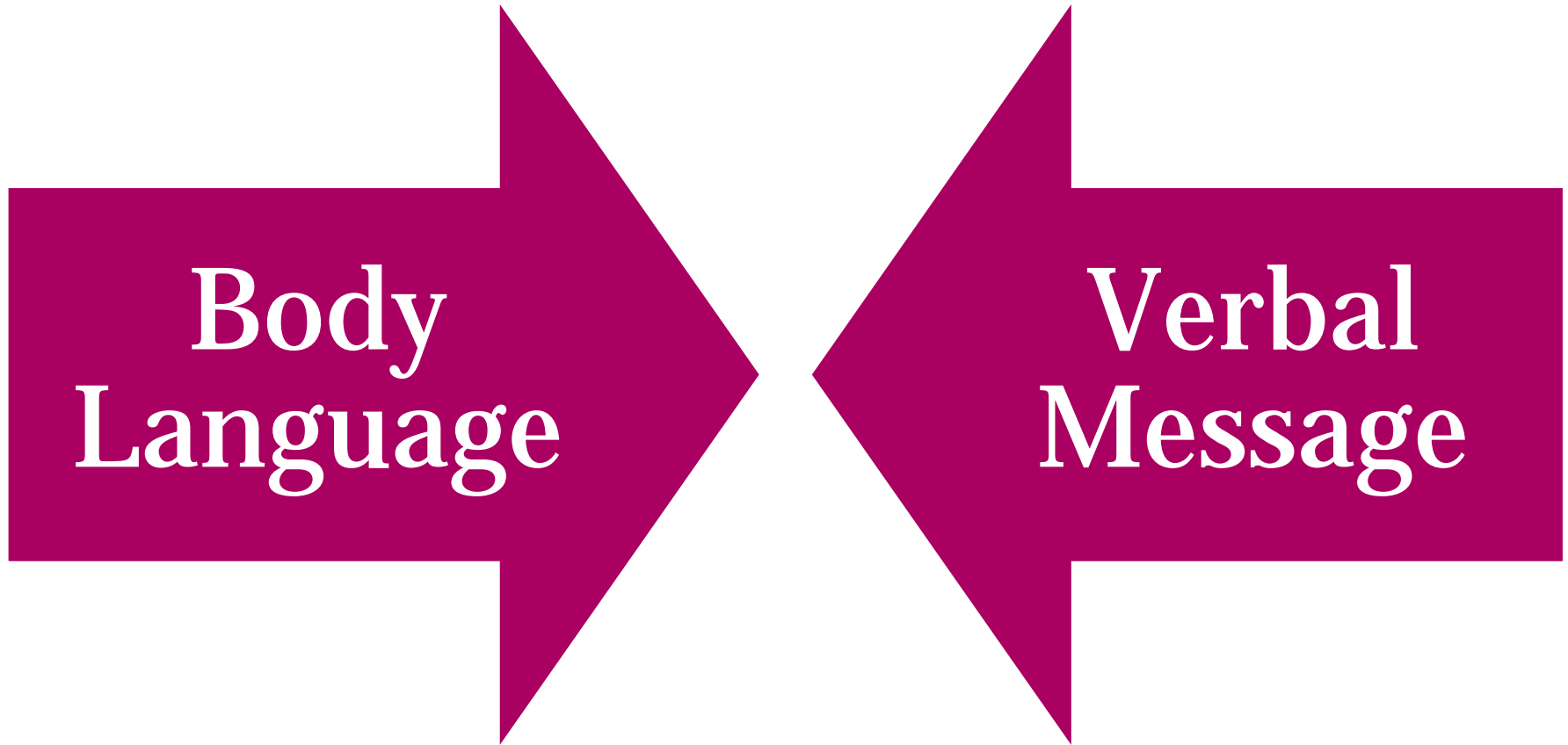
# Conversation



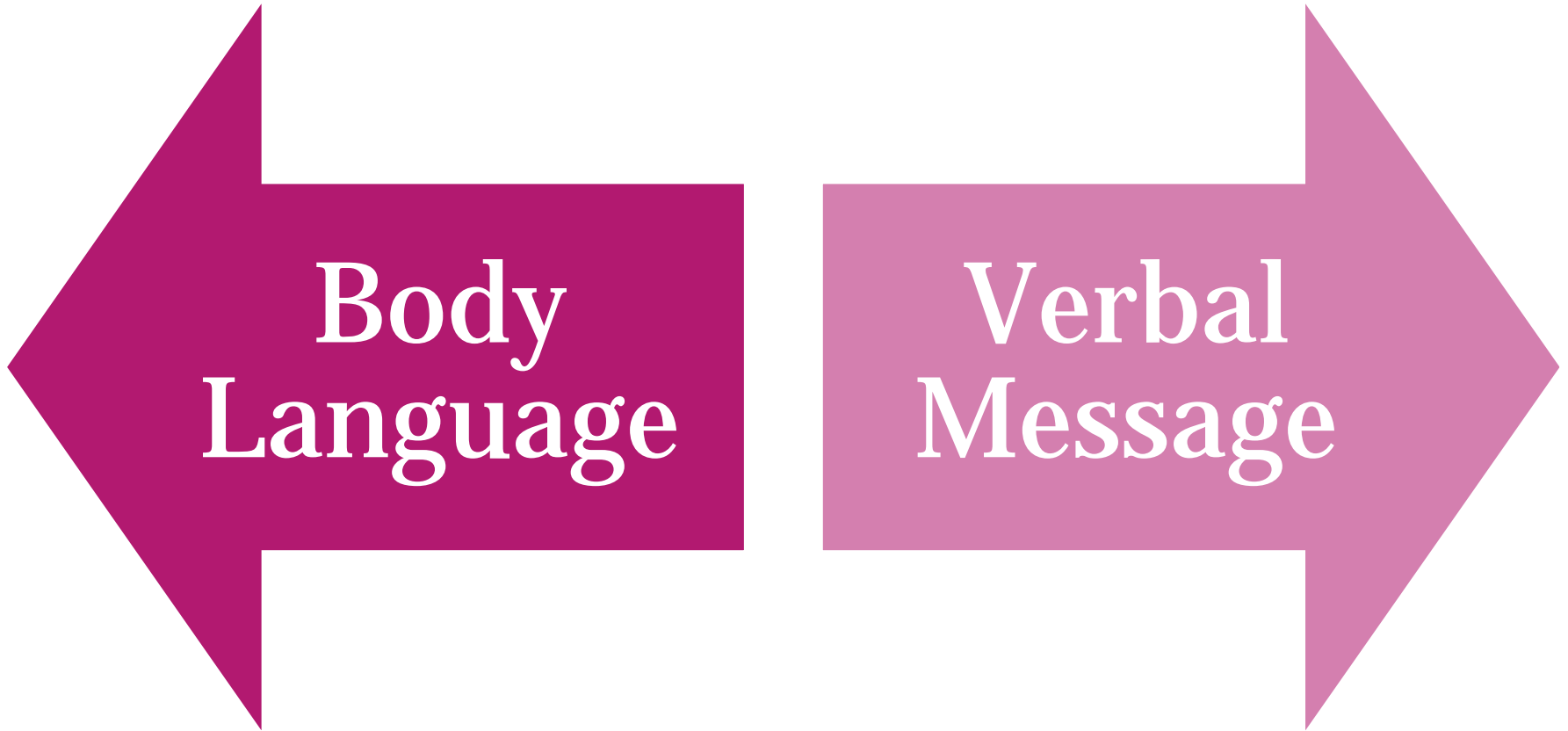
Comfortable | Uneasy



# Does Your Body Language Match Your Message?



# Are You Sending the Wrong Message?





# Recognize importance of body language



# Facts of Handshakes

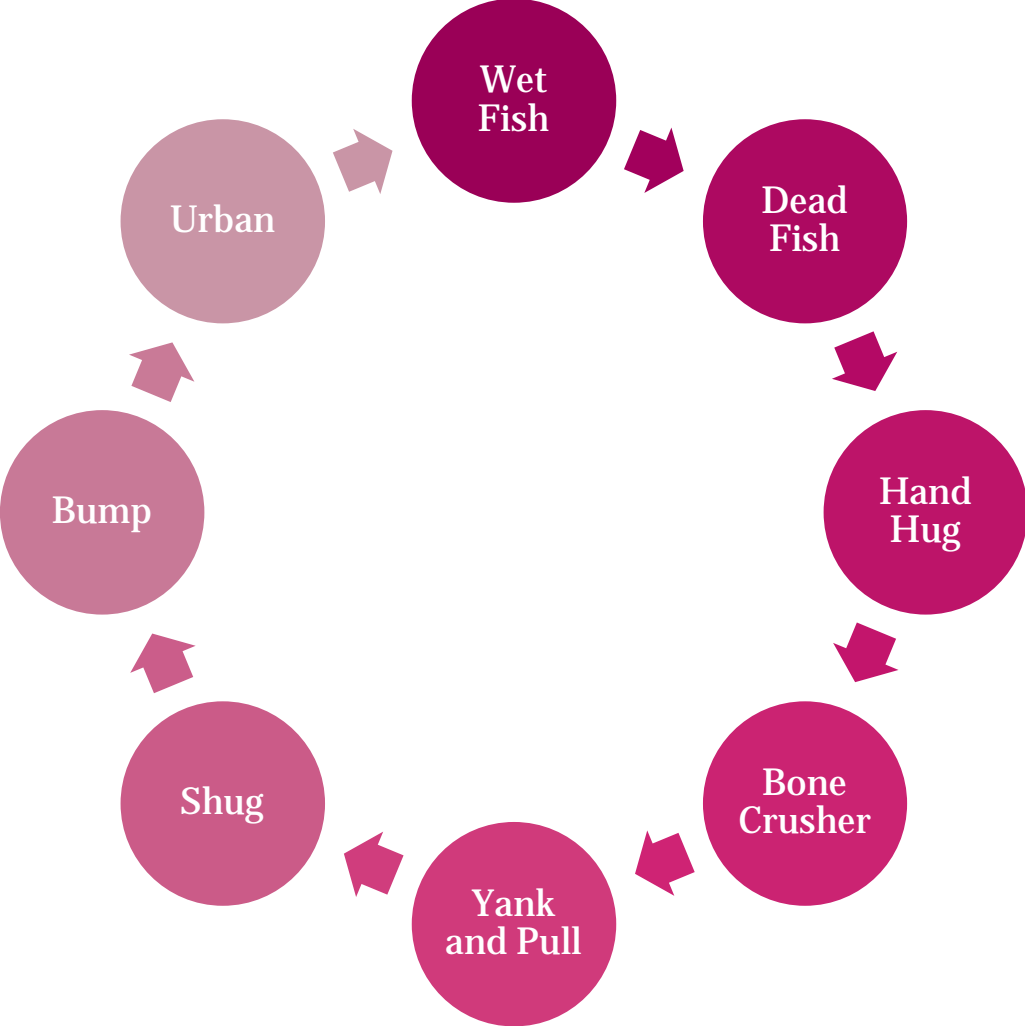
Universal Greeting

Use for meeting, greeting, parting, offering congratulations, or completing an agreement.

Cultural

Personal

# Types of Handshakes



# Appropriate Business Handshake

**Stand and extend your right hand straight out in front of your body with your thumb pointing upward**

- Lean in, but be careful not to get too close

**Keep eye contact**

- Close your fingers around the other hand with your thumb resting to the side
- Greeting

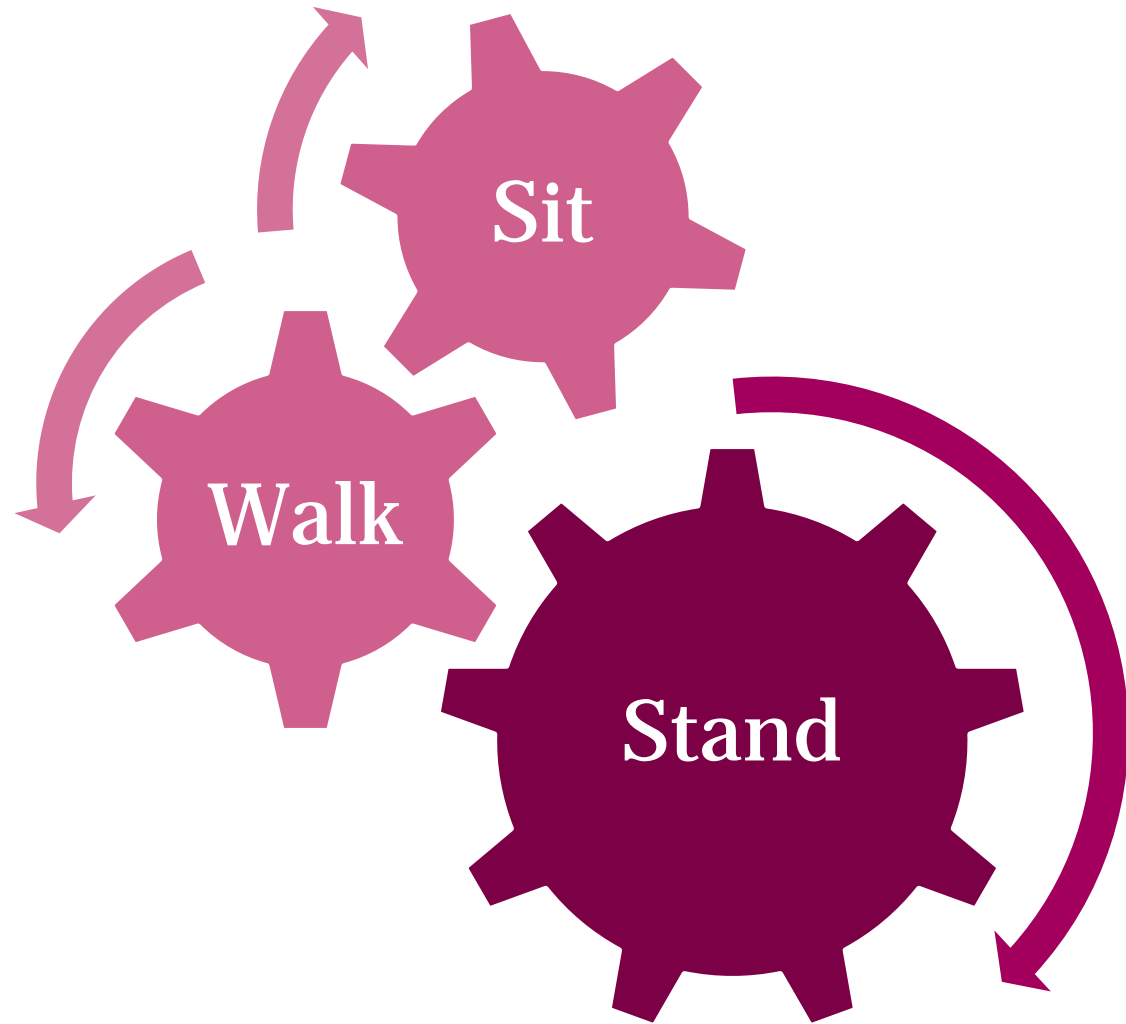
**Gentle squeeze for 3-4 seconds**

**Let's practice!!!!**



# Identify and demonstrate good posture

# Why is Good Posture Important?



# How Do You.....

## Sit

- Legs are crossed and elevated foot moving in a slight circular motion
- On the edge of the chair and leaning slightly forward

## Walk

- Fast and swing their arms freely
- Scuffle along with their hands in pockets, heads down, and shoulders hunched

## Stand

- Shoulders are hunched and hands in their pockets
- Sway back with your stomach not tucked in

# Did your Mother say to stand up straight?

Is your weight evenly distributed and your feet hip distance apart?

Are your knees locked or relaxed?

Are your arms relaxed and at your side?

Is your backside pushed out?

Is your stomach muscles engaged?

Is your ribcage lifted?

Are your shoulder blade muscles pulled back and even?

Do you have an ET neck?



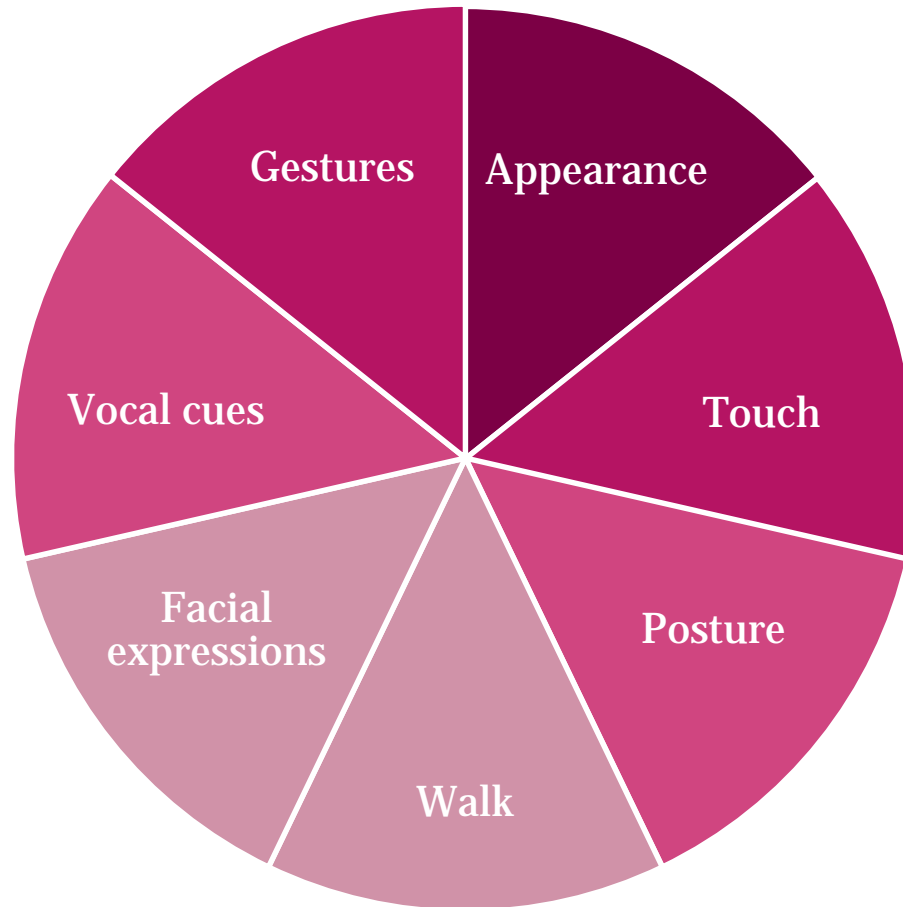
# How Do You Stand Up?

# EVALUATION TIME

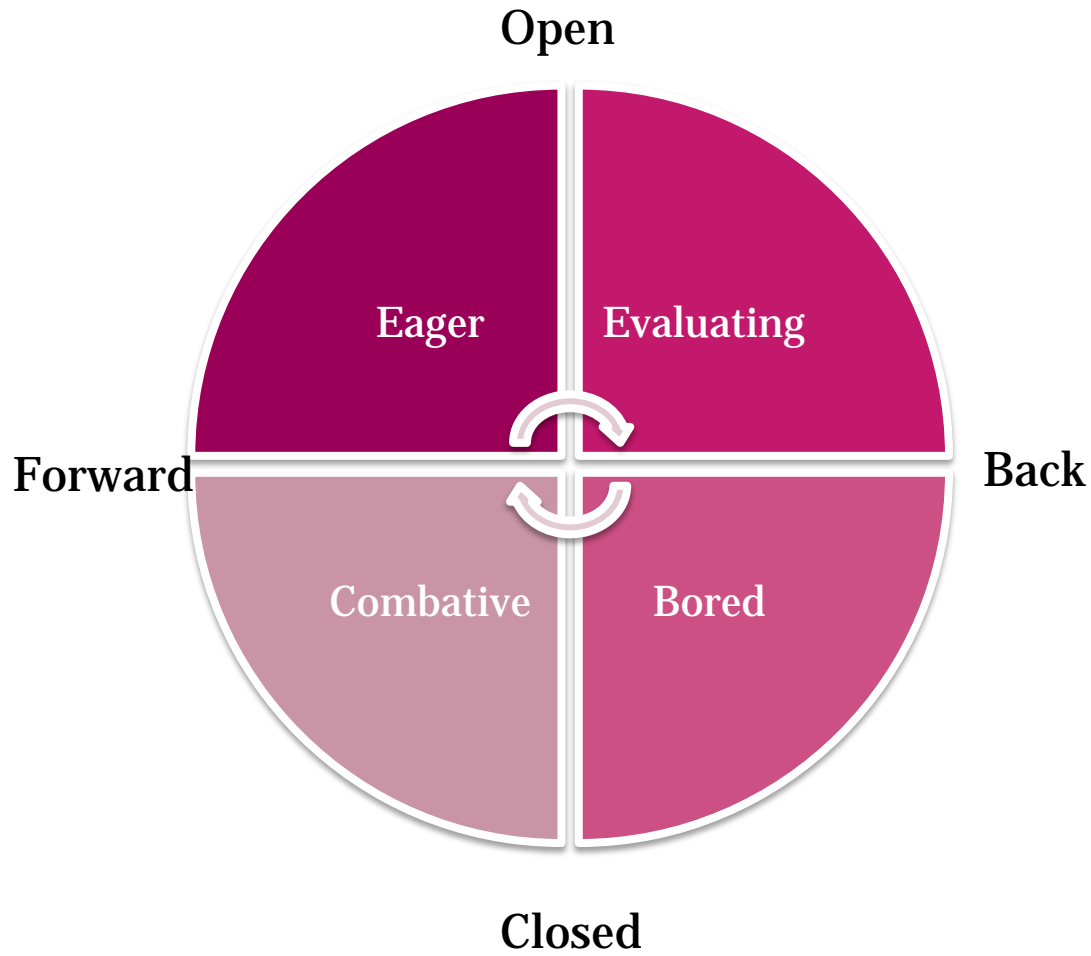


# Critique body language and assess meaning

# Body Language Consists of



# Positive and Negative Body Language



# Eager

Leaning  
forward

Open  
body

Open  
arms

Open  
hands



# Evaluating

# Judging



## Chin-stroking evaluation

# Bored



Staring  
into space

Slumped  
posture

Doodling

Foot  
tapping

# Combative



**LET ME SPEAK**

Finger tapping

Foot tapping

Staring



# Listening



Head tilted

Lots of eye contact

High blink rate

# Leaning Back With hands Supporting

Superiority  
Relaxed  
Rejecting  
Messages



**Ready  
Positive  
Able  
Goal  
oriented  
person**



**Hands clasped and leaning forward**

Honesty  
Loyalty  
Devotion



Hand to Chest



**A Doubt  
Hesitance**

**Hand on chin and eye gaze to left**

# Curiosity Thinking



## Touching the Chin



**Boredom**  
**Tired**  
**Sinus Headache**

**Hand between eyes**

**Confident**  
**Proud**  
**Egotistic**



**Low Steepling**  
**( Joining Finger tips)**





**Expectation  
Unspoken  
demand**

## **Hand Rubbing**



**Negative  
Emotional  
Reaction  
Scrutinizing  
people**

**Gesture with glasses**

# What's Going On Here?

Sincere

Open to suggestion

Acceptance of  
authority

Frustration

Helplessness



Sincerity

Helplessness



**Non-  
Cooperative  
Hostile  
Unconcerned**

## **Getting a Leg up**

**Defensive  
or  
Sometimes,  
seeking comfort**



**Arm Gripping**



**Lack of  
Confidence  
Shy**

**Crossed Arm**

# What's Going on Here?

Defensive  
Generally  
among  
colleagues or  
peers

or

In elders it is for  
the right to be  
heard



Crossed arm Defensive

# Forbes 15 Body Language Blunders Successful People Never Make

Slouching

Exaggerated Gestures

Watching the Clock

Turning yourself away from others

Crossed Arms



# Forbes 15 Body Language Blunders Successful People Never Make

Inconsistency

Exaggerated  
Nodding

Fidgeting or  
Fixing Hair

Avoiding eye  
contact

Eye Contact  
Too Intense

# Forbes 15 Body Language Blunders Successful People Never Make

Rolling  
your eyes

Scowling

Weak  
handshakes

Clinched  
fists

Getting too  
close

## REFERENCES

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March 5, 2013 PowerPoint

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Forbes 15 Body Language Blunders  
Successful People Never Make

**QUESTIONS??????**

**Photos are for illustrative purposes only. Any person depicted in photos is a model.  
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**Abbott**