

The Power of Non-Verbal Communication: Reading and Using Body

Skills for Success



In-Class



8 hours



EGP 2,680

Course Description:

The ability to communicate effectively goes beyond words. This course is designed to help participants understand and leverage the power of non-verbal cues in both personal and professional settings. Through a series of engaging modules, learners will explore the intricacies of body language, recognize common mistakes, and apply their knowledge to enhance their communication skills.

Target Audience:

Anyone interested in enhancing their personal communication skills

Course Objectives:

By the end of the course, participants will be able to:

- Recognize the significance of body language as a form of non-verbal communication.
- Evaluate personal body language habits and identify areas for improvement.
- Utilize tools like micro-expressions and the Facial Action Coding System (FACS) to enhance understanding of others.
- Navigate cultural differences in non-verbal communication effectively.
- Cultivate awareness of one's body language to convey confidence and credibility.

Course Outline:

Module 1: Communicating with Body Language

- Learning a New Language
- The Power of Body Language
- More than Words
- Actions Speak Louder Than Words
- Head Position
- Translating Gestures into Words
- Open Vs. Closed Body Language
- The Eyes Have It

Module 2: Body Language Mistakes

- Poor Posture
- Invading Personal Space
- Quick Movements
- Fidgeting
- Facial Expressions

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- Personal Distances
- Female Body Language
- Male Body Language

Module 3: Non-Verbal 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
- Linked with Emotion
- Micro-expressions
- Facial Action Coding System (FACS)
- Universal Facial Expressions

Module 4: Body Language in Business

- Communicate with Power
- Cultural Differences
- Building Trust
- Mirroring
- Involuntary Movements
- Say What You Mean
- Always Be Consistent
- Actions Will Trump Words

Module 5: Lying & Body Language

- Watch Their Hands
- Forced Smiles
- Eye Contact
- Changes in Posture
- Be Aware of Your Movements
- The Power of Confidence
- Position and Posture
- Practice in a Mirror

Assessment Strategy:

Participants will be informally assessed based on their interaction during sessions and their participation in group exercises.

Upon Successful Completion of this Course, participants will obtain:

0.6 CEUs

Prerequisites:

N/A