

Speak Without Words: The Power of Non-Verbal Influence

Skills for Success



9071



In-Class



8 hours

Course Description:

Effective communication extends far beyond spoken words. 'Mastering Body Language for Effective Communication' is designed to help participants harness the power of non-verbal cues to enhance their interactions in both personal and professional contexts. Through interactive modules, learners will dive into the subtleties of body language, identify common pitfalls, and apply practical techniques to improve clarity, confidence, and connection in their communication.

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
- 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

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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

Course Language:

English Material

Bilingual Explanation

Prerequisites:

N/A