

## **Body Talk – What Are You REALLY Saying?**

### **Course Description**

Studies have shown that up to 70% of the messages we give are non-verbal. This means that our bodies do a lot of talking, and we have not consciously learned to listen. When you lead a meeting, present a proposal or try to convince people of your good idea, your body language is also "communicating" as you speak. And if your body language works with your message, you're likely to be much more successful.

Body language awareness can also help when negotiating. If you can read key signs from the people you are dealing with, you can discover things that can help you reach a better deal.

Are you looking to use body language to your advantage? How do you read others' hidden signals? Do you want to have more impact at work and at home? Then this course is for you.

### **Methods**

This is a 2-day intensive, interactive, reflective course that shows you what our bodies are saying and how we are saying it, and helps you become aware of what others are really saying. The course focuses on exercises, role plays, situational analysis, self-awareness and teamwork. It is suited to all staff members.

### **Topics covered**

- The basics of body language
- Creating the perfect first impression
- Persuading and selling
- Spotting insecurity
- Spotting lies, doubts and dishonesty
- How to be confident and assertive
- Regaining power, equality and rapport
- Communicating
- Dealing with difficult people
- Cultural differences and how to work with them
- Positive and negative body language
- Interviewing skills
- Negotiating
- Reading the signs

### **At the end of the course, you will be able to:**

- Discover why body language is an important means of communication
- Use body language to increase your personal impact
- Increase your presence and strengthen your command over your listeners
- Learn how to use body language to build rapport with others
- Learn how to read and interpret other people's signals
- Learn how to apply body language to help control tension and conflict