

# Body Language

GoSkills online course syllabus

Friday, December 1, 2023

## Skill level

Beginner

## Lessons

20

## Accredited by

CPD

## Pre-requisites

None

## Video duration

1h 40m

## Estimated study time

3h 38m for all materials

## Instructor

TJ Walker

## Introduction to Body Language for Business

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- 1 Start Mastering Body Language for Business Now**  
An introduction to the importance of using body language to look and sound your best in professional environments.
- 2 Ignore the Nonsense You Have Heard about Body Language**  
Learn how to assess your body language in a practical way without buying into myths and misinformation.
- 3 The Real Goal is Communication**  
The real goal of mastering body language is to help you communicate effectively.

## Start to Improve Your Body Language

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- 4 Eliminate the #1 Source of Bad Business Body Language**  
Learn how to identify and eliminate the main cause of bad body language.
- 5 Learn from the Masters of Body Language**  
Study the body language of great speakers to increase your awareness of how to effectively move and communicate.
- 6 Results from Your Homework**  
Review your notes from observing the body language of great speakers. Notice how much and what kind of movement is present, and what aspects of their body language you liked or disliked.
- 7 #1 Tip on Improving Your Body Language Confidence**  
Improve your body language confidence by practicing for meetings, presentations or interviews on video.

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## Avoid Misdiagnosing Your Body Language

Learn which areas people often misdiagnose their body language as being wrong when they are actually doing well.

# Appearances Matter

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## Make Sure Your Clothes Send the Right Message

Learn why it is important to dress appropriately for your working environment or business event.

10

## Make Sure Your Hairstyle Works for You

Like clothing, your hairstyle can also send a message. Learn some practical tips on having a hairstyle that is suited to your working environment.

11

## Coloring Your Hair

Practical advice on coloring your hair for the workplace.

12

## The Eyes Have It

Eye contact is a critical part of body language. Learn best practices for eye contact to build trust in business situations.

# Getting in Front of People

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## Meeting People in Person

How to make a great first impression through body language when meeting people in person.

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## Body Language for a Seated Meeting

How to best present yourself at a seated meeting to appear confident and relaxed.

15

## Networking Without Self-Consciousness

How to meet people and make business connections while appearing comfortable and approachable.

# The Toughest Situations: Presentations and Media Interviews

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## Movement is Key to Public Speaking Success

Learn how to incorporate movement to look natural while speaking in public.

17

## Move Your Hands When You Speak

Learn how to use your hands naturally when you speak, and avoid bad practices.

**18** **Advanced Body Language Tips for Public Speaking**  
Advanced body language tips for public speaking to make you really look like a pro.

**19** **Body Language for TV Interviews**  
Tips for looking and sounding your best in television interviews.

## Ensuring Your Future Success

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**20** **Become Fluent in the Body Language of Business**  
How to continuously improve your body language in business situations.

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