

Body Language Essentials for the Working Professional

GoSkills online course syllabus

Skill level

Beginner

Lessons

17

Pre-requisites

No prior experience needed

Video duration

51m

Estimated study time

51m 33s

Instructor

Dustin York

Introduction

1 Excel with nonverbal communication

After this course, you'll be able to effectively utilize proven nonverbal communication skills and tactics to build your professional self in the workplace.

First Impressions

2 Confident handshake

A handshake can set the tone for initial interactions. After this lesson, you'll be able to use tactics for becoming positively memorable.

3 Persuasive facial expressions

Science shows us the importance facial expressions have on likability and gaining buy-in.

4 Reading the room

Being able to read the room for engagement is essential.

Gestures and Stance

5 The golden box

The psychological importance of hand gestures has been witnessed for hundreds of years.

6 Feet and posture

Posture and feet can say a lot about confidence and interest. After watching this video, you'll be able to use tactical tips to increase your image.

7 Use your environment

Your office or meeting room can say a lot.

8

Confident eye contact

One of the most essential body language elements for US culture - eye contact.

Effective Voice

9

The power of tone

It's not what you say, it's how you say it. After watching this video, you'll be able to use exercises to benefit your tone.

10

Eliminate filler words

When was the last time someone used so many ums and uhs, it distracted you from the message?

Boosting Leadership

11

Increase your presence

Everyone knows someone who walks into a room and seems to immediately "own the room".

12

Display empathy

Being able to nonverbally show empathy can strengthen your working relationships.

13

Display confidence

Leaders who display authentic and welcoming confidence can motivate a team.

14

Build rapport

More now than ever, leaders who can build rapport with colleagues will find increased teamwork, motivation, and retention of employees.

Digital Body Language

15

Virtual meeting space

The first step to showing up professionally in virtual meetings (Zoom, Teams, etc), is setting up the perfect space.

16

Virtual body language

How do some people "show up" so well in virtual meetings?

Conclusion

17

Now, let's take action

Thanks for watching this course!

[Go to GoSkills.com](https://www.goskills.com)