

Body Language Basics Course

COURSE OUTLINE

Chapter 1: Introduction

Chapter 2: Communicating With Body language

- Learning a New Language
- The Power of Body Language
- More Than Words
- Actions Speak Louder Than Words
- Case Study

Chapter 3: Reading Body Language

- Head Position
- Translating Gestures Into Words
- Open Vs. Closed Body Language
- The Eyes Have It
- Case Study

Chapter 4: Body Language Mistakes

- Poor Posture
- Invading Personal Space
- Quick Movements
- Fidgeting
- Case Study

Chapter 5: Gender Differences

- Facial Expressions
- Personal Distances
- Female Body Language
- Male Body Language
- Case Study

Chapter 6: 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
- Case Study

Chapter 7: Facial Expressions

- Linked With Emotion
- Micro-expressions

- Facial Action Coding System (FACS)
- Universal Facial Expressions
- Case Study

Chapter 8: Body Language in Business

- Communicate With Power
- Cultural Differences
- Building Trust
- Mirroring
- Case Study

Chapter 9: Lying and Body Language

- Watch Their Hands
- Forced Smiles
- Eye Contact
- Changes in Posture
- Case Study

Chapter 10: Improve Your Body Language

- Be Aware of Your Movements
- The Power of Confidence
- Position and Posture
- Practice In a Mirror
- Case Study

Chapter 11: Matching Your Words to Your Movement

- Involuntary Movements
- Say What You Mean
- Always Be Consistent
- Actions Will Trump Words
- Case Study