

Body Language & Effective Listening

Overview:

Good Communication Skills are the secret to one's success in life, professional as well as social. But did you know that more than 90% of our communication is made up of body language?

So are we paying that much attention to what our body is saying to the other person? Are we making enough use of our other senses, to effectively communicate with others? Are we paying attention to what others are trying to tell us through gestures or non-verbal communication?

This session gives us an in-depth view of how each and every gesture or body movement has a specific meaning in the corporate and social world. We will also look at various ways in which we can avoid wrong communication which we unintentionally send out, mostly due to our nature of habits.

We will also check on the benefits of effective listening in group discussions, or one-on-one conversations.

Objective:

- To determine how body language affects our communication levels
- To know how we can use our body to be more convincing
- To realize the importance of listening, and how we can better this skill

Course Outline:

- Various aspects of body language
- Do's & Don'ts of body language
- Methods of listening
- Specific gestures that are used to attract or avoid attention
- World's best practices in non-verbal communication



Methodology:

- Practical
- Slide shows
- Group activity

Duration:

Two-hours

Ideal batch size:

20 Participants