

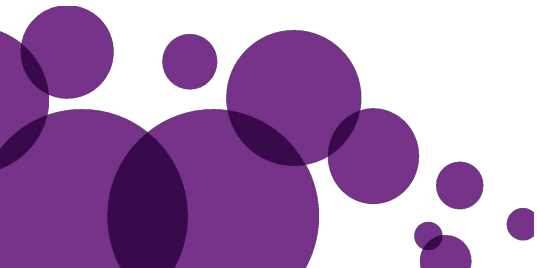
How to Avoid Negative Body Language
in the Workplace

ENABLE



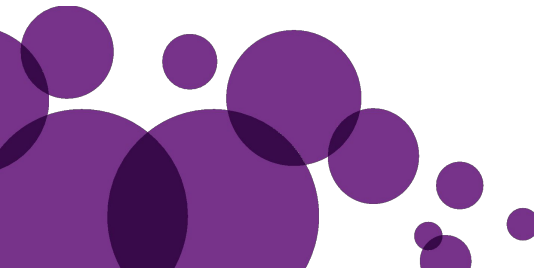
Welcome!

Your facilitator for today is



Warm Up Task

- Take a piece of paper
- Write down on it something you would class as negative body language
 - Write it clearly!
- Scrunch your paper up into a ball
- When the facilitator tells you to, throw the ball across the room
- Pick up the ball nearest to you
- Throw it again
- Now pick up the nearest ball and read it out

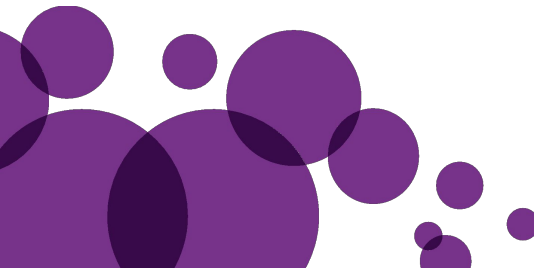


• Aims of the Session

1. Identify examples of negative body language
2. Describe some of the effects of using negative language
3. Evaluate their own use of body language at work
4. Identify how to turn negative into positive

What is the Importance of Body Language?

In the workplace, and in general communication body language can play many roles.

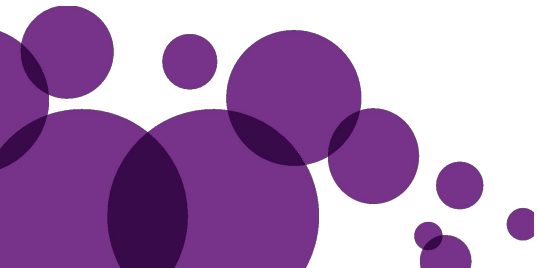


Repetition

It can help to reinforce something that was said verbally or back up the body language of another person

Contradict

You might have said one thing out loud, but your body language gives a different impression

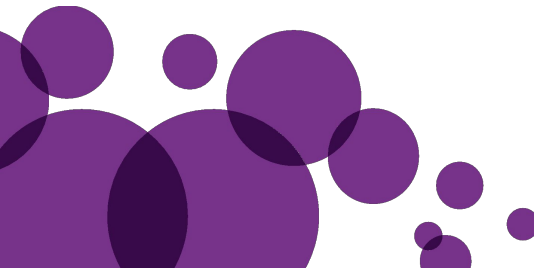


Accompany

Using a gesture or expression alongside what you are saying to complement it gives a strong message

Highlight

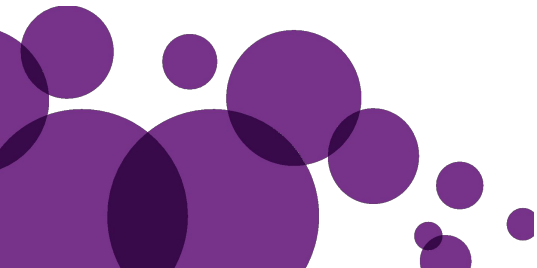
Body language can highlight one aspect of what you have said



Can You Spot Negative Body Language?

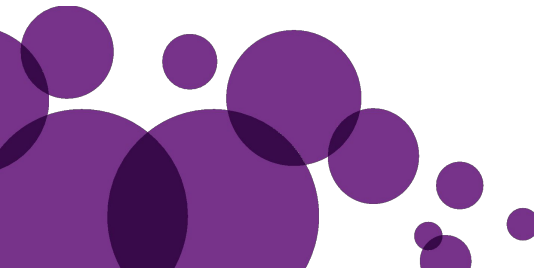
Watch this [video](#) and list as many examples of negative body language as possible

How could the receptionist improve his body language?



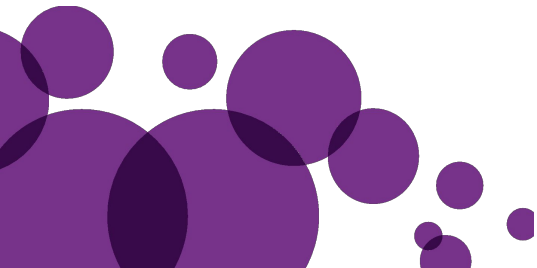
Did He Improve?

Watch this [video](#) and list the improvements he made



What Does Your Body Language Mean?

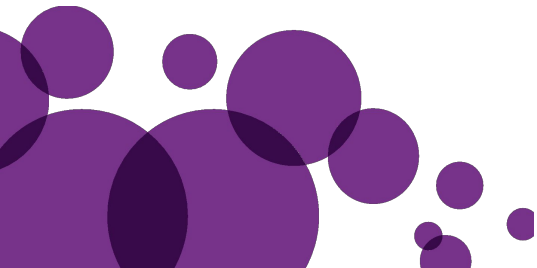
Work with a partner and complete the worksheet noting down what impression each type of body language might give



Self-Evaluation

Look down the worksheet at the list of body language techniques

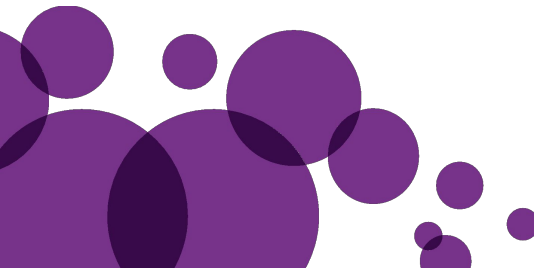
Highlight those techniques you think you might display yourself in the workplace



Amy Cuddy on Body Language

Amy Cuddy's TED talk is famous for highlighting some of the key aspects of body language

Watch part of her famous talk [here](#).



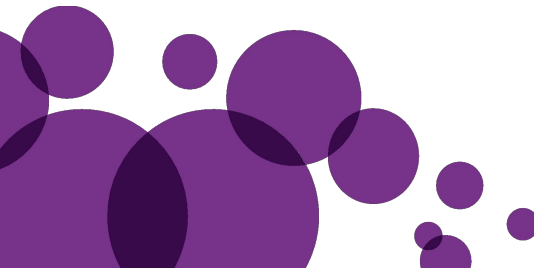
Top Tips

Your facilitator will give out some top tip cards

Stand in a circle with your card


Read out the tips in numerical order

Would you add any tips of your own?



Did We Achieve Our Aims?

1. Identify examples of negative body language
2. Describe some of the effects of using negative language
3. Evaluate their own use of body language at work
4. Identify how to turn negative into positive



What's one thing
you will take away
from this session?

Thank you!

