

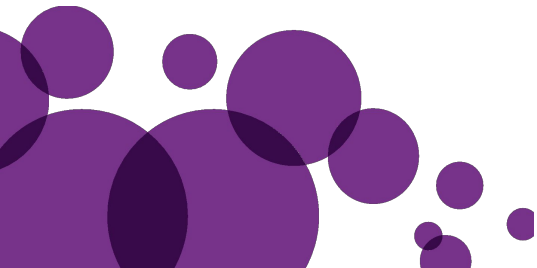
Using Positive Body Language in the
Workplace

ENABLE



Welcome!

Your facilitator for today is



Warm Up Task

What examples of positive body language can you give?

Create a spider diagram of your ideas as a group.

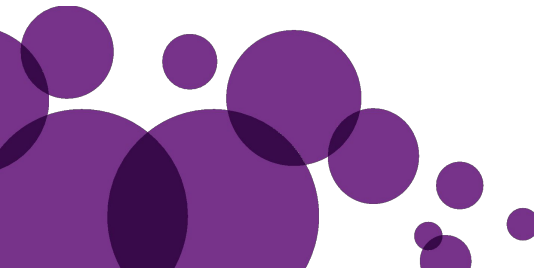
Aims of the Session

1. Identify examples of positive body language
2. Describe some of the effects of using positive language
3. Evaluate their own use of body language at work
4. Practise using positive language in common workplace scenarios
5. Create an action plan to improve their own use of body language

Analysing Body Language

Analysing Body Language

- For each picture you see, note down the body language each person is showing.
- Think about what impression it gives you of that person.





What type of body language do you see here?

Standing up straight with
shoulders back

Shows they feel confident.

What type of body
language do you see
here?



What type of body language do you see here?

Palms open facing upward.

Conveys honesty and openness and sometimes submission (used in olden times to show you didn't have a weapon)

Eye contact shows she is listening and engaged

Smiling shows warmth and openness

What type of body language do you see here?



What type of body language do you see here?

Hand on the chin or
cheek.

Shows you are thinking
deeply. Be careful it
doesn't progress to
looking bored by
slouching.

What type of body
language do you see
here?



What type of body language do you see here?

Leaning forward.
Shows you are
listening intently
and are focused.

What type of body
language do you see
here?



What type of body language do you see here?

Hands loosely
together in their lap.

Shows they are open
to what the other
person is saying.

What type of body
language do you see
here?



What type of body language do you see here?

Using hands for emphasis.

Makes you appear credible and focuses the audience.

What type of body language do you see here?



What type of body language do you see here?

Making eye contact.

Shows they are interested in each other and engaged in the topic.

What type of body language do you see here?



What type of body language do you see here?



Smiling

Makes you approachable and makes the other person feel comfortable and at ease.

What type of body language do you see here?



What type of body language do you see here?

Taking notes.

Shows you are engaged and listening. Don't take so many notes that you fail to make eye contact.

What type of body language do you see here?



What type of body language do you see here?

Head tilted to one side

Shows you are listening and engaged and encourages the other person to continue.

What type of body language do you see here?

—



What type of body language do you see here?

Open body language

Facing the speaker

Open to the other
person's ideas.

What type of body
language do you see
here?

Discussion

Can you remember a time you found it difficult to use positive body language?

Can you remember a time you really focused on your body language?



When might it be important to use positive body language?

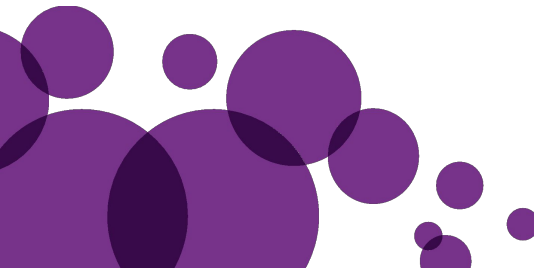
What workplace scenarios can you think of?

Create a spider diagram of your ideas as a group.

Activity – Roleplay

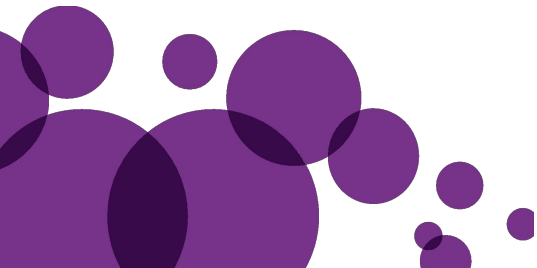
Take a scenario card and act out the body language suggested on the card

The audience should try to guess the type of body language used



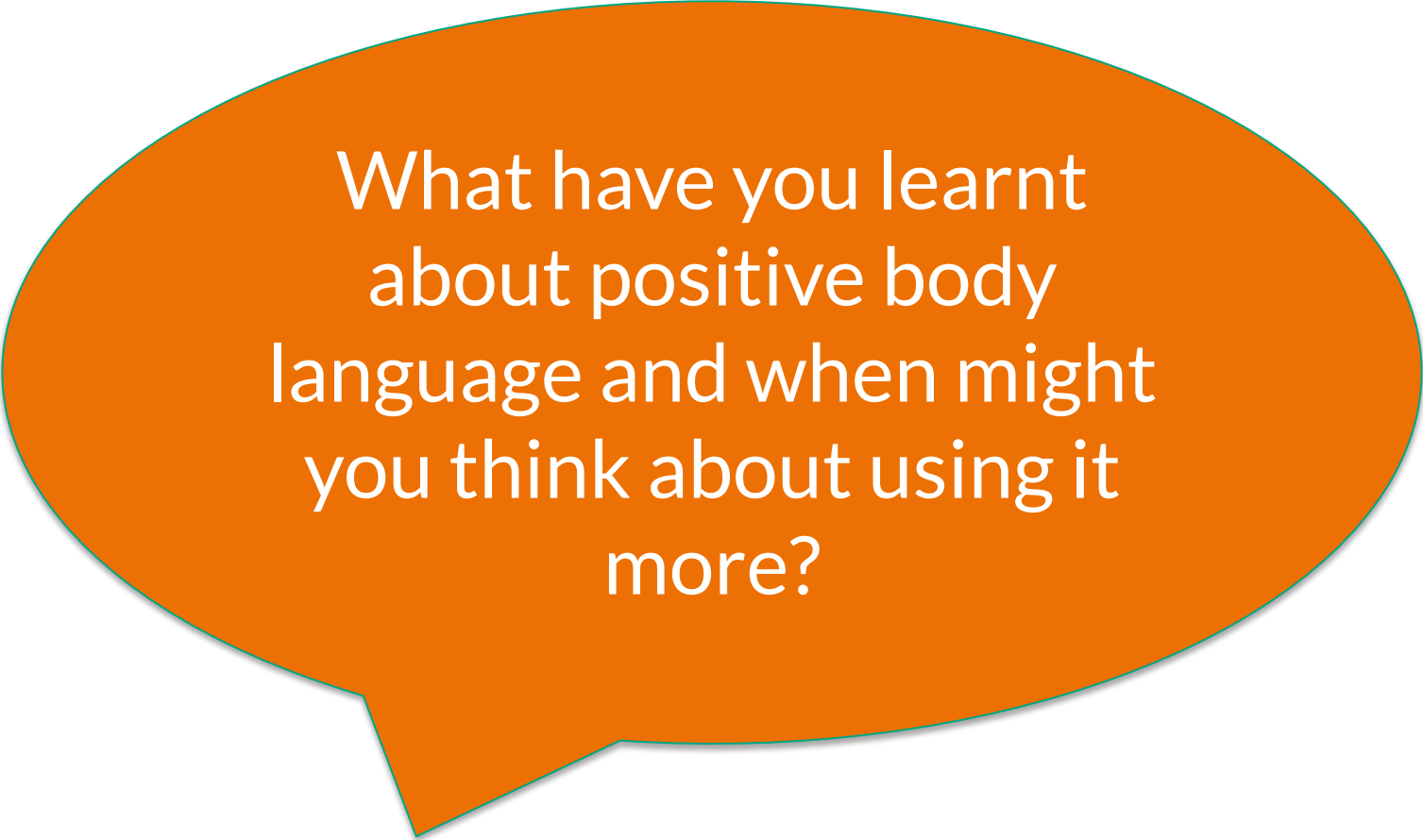
Review and Action Plan

- Fill out the questionnaire to help you identify areas to improve.
- Complete the action points underneath.



Did We Achieve Our Aims?

1. Identify examples of positive body language
2. Describe some of the effects of using positive language
3. Evaluate their own use of body language at work
4. Practise using positive language in common workplace scenarios
5. Create an action plan to improve their own use of body language



What have you learnt
about positive body
language and when might
you think about using it
more?

Thank you!

