

# Master Your Message with Powerful Body Language

**Course Code:** ASKMBL

**Course synopsis:** If words are a cake, then body language is the icing that completes the message. Projecting the appropriate non-verbal language with your words helps to convey the right impression that drives the quality and success of your professional life. To have good body language skills is also the ability to read body cues to discern if someone is speaking the truth. This ability will save you time, energy, money and heartache in your everyday interaction at the workplace.

**Course Objectives:** By the end of this course, you will be able to :-

- Understand the details of body language
- Use it in your interpersonal relationships at the workplace
- Synchronize your body movements with the message
- Exude personal confidence, send and read body signals and use tools to spot integrity or fraud.

**Course Outline:**

- Recognize the importance of understanding the fundamentals of body language.
- Define positive and negative non-verbals.
- Sending signals – how you really look to other people.
- Use hand gestures and eye contact properly.
- Synchronize your voice and body to convey your message and create impact.
- Learn how to use body language for different situations
- Manage anxiety, the automatic body movement.
- Minimize body language mistakes, the unintentional non-verbals.
- Reading signals – gauging people’s interest levels.
- Learn to distinguish ally or saboteur, real or fake.

**Course Duration:** 1 day (8 hours), 9:00am - 5:00pm

**Course Fee:** \$481.50 (Inc. GST) per participant

**Course Date:** Refer to Training Calendar <http://asktraining.com.sg/calendar>



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