



**@ASK Training**  
Attitude | Skills | Knowledge

# Master Your Message with Powerful Body Language

**Course Code:**

ASKMBL

**Course Duration:**

1 day (8 hours), 9.00am - 5.00pm

**Course Fee:**

\$600 (\$654 Inc. 9% GST) per participant

**Course Venue:**

Hotel

**Course Dates:**

<https://asktraining.com.sg/course-schedule/>



## Course Synopsis

If words are a cake, then body language is the icing that completes the message.

Did you know that 55% of how we communicate is through our body language? In our day to day lives, we use body language so often, we fail to realise it. In this course, Master Your Message with Powerful Body Language, we go into detail how to use body language to your own advantage and to assess other peoples' interest.

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.

Body language is an essential tool that we can use to our advantage. Understanding body language will not only help you to better connect with your clients or colleagues, it will also give you the keen eye to assess their interest in you. This ability will save you time, energy, money and heartache in your everyday interaction at the workplace.

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## Course Objectives

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By the end of the course, you would 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

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- 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.