

## SUCCESSFUL BODY LANGUAGE

A one-day highly interactive workshop designed for those who wish to harness the power of body language awareness and become more successful in business.



This workshop will help participants understand the important role that body language awareness has in our every day communications. Through a variety of highly interactive exercises and role-plays, participants will increase their use of successful body language techniques, become more adept at reading other people's hidden messages and as a result become more successful in their business environment.

### About Skillstudio

Skillstudio is one of the UK's leading providers of presentation & communication skills training and coaching services. We are passionate about drawing out the best in people. Since early 2001, Skillstudio's trainers have worked with thousands of people from over a thousand companies and organisations throughout the UK and Europe. **Our client base now includes more than 50% of the FTSE100 companies.** Other clients include International Blue Chip companies through to SME's; Central Government bodies through to local borough & county councils; schools; colleges; universities; hospitals; and charities. In addition, we have worked with numerous private individuals on a one to one basis and via our public courses. Skillstudio is also an approved external CPD training supplier for the Law Society of England & Wales.

### Workshop Objectives

- Discover when body language is an important mode of communication
- Use body language to increase your personal impact
- Increase your presence and strengthen your command over your listeners
- Learn how to use body language to build rapport with others
- Learn how to read and interpret signals of others
- Learn how to apply body language to help control tension and conflict

### Workshop Outline

#### Introduction

- Personal introductions
- Self perception of how other people see you

#### Personal body language awareness

- Initial diagnostic of personal body language
- Trainer and group feedback
- Understanding the importance of body language

#### Enhancing your body language vocabulary

- Developing a more confident posture
- Making more use of gesture
- Increasing use of facial expression and eye contact

#### Using body language to increase impact

- How to make an immediate positive impression
- How to communicate a confident and professional style
- How to use body language to engage with your listeners

#### Review of personal impact achieved

- Application of techniques developed
- Individual feedback on personal use of body language

#### Using body language to build rapport

- Aggressive and assertive body language
- Develop relationships through use of body language
- Control hidden messages through body language

#### Reading and reacting positively to signals

- Understanding & interpreting signal clusters
- How to react positively to negative body language
- How to control a situation via use of body language

#### Group review of best practice

- Review of key lessons learnt and how to apply
- Group discussion
- Individual feedback from trainer

#### Evaluation

- Personal action plans
- Course evaluations

**Call us today on +44 (0)8456 444 150 to book your workshop**

## Public Workshop Dates: 2011 - 12

Our public workshops are held in Central London

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Central London	-	25	-	-	-	1	-	29	-

## Workshop Fee - £297 + VAT (£356.40 inc VAT) includes:-

- ✓ Dedicated support staff to answer all your queries
- ✓ One day highly interactive workshop
- ✓ Personal training from an expert coach
- ✓ Workshop manual full of practical tips & advice
- ✓ Ongoing adhoc support by email
- ✓ Refreshments and sandwich lunch on the day

## Bookings

You can book a public workshop place online via our website at [www.skillstudio.co.uk](http://www.skillstudio.co.uk). Alternatively, just Email us at [public@skillstudio.co.uk](mailto:public@skillstudio.co.uk) or call us on +44 (0)8456 444 150 and we will be happy to check availability and organise your booking.

## In-Company Workshops

Our in-company workshops can be held on a date of your choice and at any location in the UK or across Europe (eg your in-house training facilities, a local hotel or business centre).

**Our workshops can also be tailored to meet your specific requirements both in terms of content and duration.**

To discuss your requirements in more detail and receive a fully costed training proposal from us, please email us at [inhouse@skillstudio.co.uk](mailto:inhouse@skillstudio.co.uk) or call us on +44 (0)8456 444 150.

## Client Feedback on Skillstudio Courses

*It was an excellent day that was well thought out and dealt with an interesting subject with a positive outlook.*

**Charterhouse Recruitment**

*Fantastic day - variety of content.*

**Johnson & Johnson**

*Very good workshop - very useful.*

**London Borough of Lewisham**

*Delivered with great energy. Good interaction / empathy with audience and delegates.*

**PTC**

*I really enjoyed the day and got a lot of very good feedback - positive and developmental that I can take away and work on.*

**UKPA**

*Excellent. The course was made very flexible to meet the needs of the trainees. I was very pleased with the way that my personal needs were met.*

**Land Registry**

*Trainer set the tone for the day right from the beginning and really acted out what he was teaching. He was clear and full of energy. The day was very varied. Certainly will go away satisfied - much food for thought.*

**NHS**

## Client List

BT Group  
Shell  
BP  
CNN  
Reed Elsevier  
LloydsPharmacy  
Reed Elsevier  
P&O Group  
Lloyds Banking Group  
Nationwide  
IMechE  
Sony Music  
Lifesearch  
McKesson  
Sheppard Robson  
UK Passport Service  
RBS  
HSBC  
RWE Nukem  
Vodafone  
Home Office  
Cardiff County Council  
Staffordshire County Council  
Wandsworth Borough Council  
HPA ... and many more

## Skillstudio Training Services

### Public Workshops in:-

Public Speaking & Presentation Skills, Communication Skills, Vocal Impact, Media Skills, Job Interview Technique, Body Language

### One-to-One Coaching and In-Company Training in:-

Presentation Skills	Public Speaking	Communication Skills	Questioning & Listening Skills	Interview Technique
Media Skills	Assertiveness	Chairperson Skills	Body Language Awareness	Facilitation Skills
Telephone Technique	Vocal Skills	Accent Softening	Elocution	Sales Skills