



MindTeam Solutions

Effective Communications Tips for Success

These tips are specific actions you can take to improve or fine-tune specific skills. In time and with patience, you should observe a measurable improvement in your presentation skills.

Body Language

- Make yourself approachable. Smile. Make eye contact. Act “naturally” rather than stiffly or exaggeratedly.
- Move with purpose. Avoid jerky, quick, or repetitive movements. They make you appear nervous or anxious.
- Maintain socially-acceptable grooming standards—clean, moderate fragrances, hair, jewelry and clothing that does not distract.
- Give a firm, dry, warm handshake. Shake two or three times, then relax your grip and gently pull your hand away to end the handshake.
- Appear confident. Establish good posture, stride with a purpose, and keep your head and shoulders erect.
- Use “open” gestures. Sweep your hands and arms out towards the audience. Keep your palms up or out in an inviting and inclusive gesture.
- Make eye contact with each individual in the audience for approximately five seconds per person.
- Move towards the audience to include them and establish a relationship with them.
- Back away from the audience to end a train of thought or cut a discussion.
- Nod when you make a point on which you want your audience to agree. They will tend to nod along with you and agree subconsciously.



MindTeam Solutions, Inc.

Great things happen when groups get together!

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Tips from “Stuff for Busy People” pocket
reference book series
