

Bodies Talk

Before you even open your mouth, your body is announcing to others that you are commanding and audience or uncomfortable in your skin.

Showing confidence

1. Stands straight and look people in the eye when speaking with them
2. Sits down in a relaxed and businesslike manner
3. Keeps eye contact with people when conversing with them
4. Takes the initiative in greeting others at a meeting and in opening the conversation
5. Is not afraid to sit next to the most powerful person in the room
6. Doesn't wait for permission to speak before speaking up
7. Is organized and carries a materials to meetings, spreads them on the table, and has the needed information at the fingertips
8. Is dressed appropriately
9. Is courteous and pleasant during discussion

Not showing confidence

1. Slumps when standing and seems afraid to look at you when talking to you
2. Sits down as though sitting on eggs, too self-conscious to move
3. Is uncomfortable looking at you for more than an instant
4. Is afraid to take the initiative in greeting people and waits for others to give permission to say "hello"
5. Sits inconspicuously – away from people perceived as powerful or threatening
6. Is afraid to speak unless spoken to and given specific permission to speak
7. Seldom carries information or materials to meetings
8. Is either under-or overdressed, for a picnic or a party
9. Becomes unpleasant, argumentative or rude when expressing a viewpoint