

WAKEFIELD & WAKEFIELD

B u s i n e s s E t i q u e t t e

set yourself apart ♦ get an edge

FOUR ESSENTIAL BUSINESS BODY LANGUAGE AND ETIQUETTE TIPS:

PART II - THE POWER OF TOUCH

How can candidates, employees and managers show respect and leadership in the workplace? I have partnered with Vanessa Van Edwards, body language expert, to bring you the best body language and etiquette you can use in the workplace.

Both your nonverbal communication and your manners speak volumes about who you are. Great body language and impeccable etiquette can give you an edge in the business world.

Vanessa Van Edwards and I have broken down four of the essential areas of business to explain how you can use body language and etiquette to get ahead. Let's continue with the power of touch...

The Power of Touch:

The Science, Vanessa Van Edwards

Touch is a powerful tool, but in the office it should definitely be limited to hand, wrist, and upper arm. The occasional pat on the shoulder is also acceptable. The reason that these areas are “safe” areas is that research has shown that the higher up the arm you touch someone, the more intimate the touch. So a double handed handshake is less intimate than a pat on the elbow or upper arm. Keep this in mind when meeting people.

You also want to pay attention to their nonverbal cues at your touch. When you touch their hand or elbow do they flinch or move back? Do they grimace? Or do they smile wider and reciprocate the touch. Some people are very uncomfortable being touched and this will show through their body language.

The Etiquette, Libby Van Vleet

Smiles, handshakes, and spoken greetings are clearly very appropriate in an office setting. You may celebrate with a close colleague with a quick hug upon receiving good news. An occasional pat on the arm or shoulder might be acceptable as well.

However, kisses should not be a part of workplace exchanges. This might be a generational issue. I know of a “serial kisser” who had nothing but kind intentions when greeting the ladies of the office with a kiss on the cheek. This may have been acceptable at a time, but this particular smacker ended up facing a sexual harassment case, and has since changed his habits.

Communicating your sense of self through body language and manners is an incredibly powerful tool that can set you apart from co-workers and competitors. These easy actions can have impact on your influence and bottom line.

*For more body language tips, see Vanessa Van Edward’s course *Secrets of Body Language*. We are currently offering a special discount for readers of: 40% off. (<https://www.udemy.com/the-secrets-of-body-language-webinar/?couponCode=40%25+off>)*