



Bodytalk at Work: How to Use Effective Body Language to Boost Your Career

Judi James

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We all use body language. Whether conscious or sub-conscious, we send non-verbal signals in every aspect of our lives. In business, understanding the messages you give and learning how to interpret the messages you receive can be used to your advantage. In this book, Judi James shows you how to: - Create an excellent first impression in the workplace - Correctly interpret facial expressions, gestures, posture and touch - Gain ground and take control of meetings, sales presentations, client communications etc. - Understand the importance of appearance, presentation and mannerisms in the workplace - Detect when people are giving you false or misleading information - Improve your self-marketing and communication skills by altering your own bodytalk



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