

## RESOURCE 4

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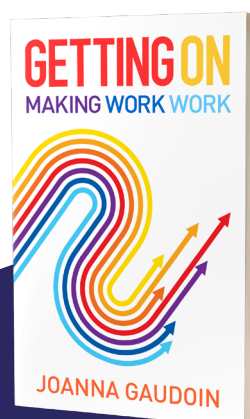
# The power of body language

Body language  
elements sheet



available at  
**amazon**

and other book retailers



This resource accompanies  
Chapter 3 of ***Getting On:  
Making work work***



## RESOURCE 4

This resource accompanies **Chapter 3** of *Getting On: Making work work*

# The power of body language

## Body language elements sheet

Consider where you are at with each of these key body language elements by giving yourself a score out of 10.

0 means lots of work is required, 10 means no work is required. Consider different professional scenarios including video calls.

Element	Why this matters	Score out of 10	Notes on score given and required development
<b>Posture</b>	This can be seen immediately someone sees you, even from a distance and can set the tone for how they perceive you.		
<b>Movement</b>	Similarly, this can communicate a great deal about you even when you aren't engaging directly with someone.		
<b>Owning your space</b>	This contributes enormously to appearing confident and gaining people's attention.		
<b>Smiling</b>	In many cultures, this is pivotal to breaking the ice although inappropriate or constant smiling can be an issue.		



This resource accompanies **Chapter 3** of *Getting On: Making work work*

# The power of body language

## Body language elements sheet

Element	Why this matters	Score out of 10	Notes on score given and required development
<b>Eye contact</b>	This is key to engaging with others and demonstrating confidence.		
<b>Hand gestures</b>	These can be very powerful for engaging people and communicating confidence (as long as they are appropriate and not overused).		
<b>Facial expressions</b>	These often give away what we really think. Equally, it is important to be aware of your 'neutral' expression and what this might communicate.		
<b>Mannerisms</b>	These can be distracting so make sure you are aware of any you have. This may involve asking trusted colleagues and friends.		

### NEXT STEP:

Download Resource 5 which accompanies **Chapter 4: What you say and how**



[Download \(PDF\)](#)



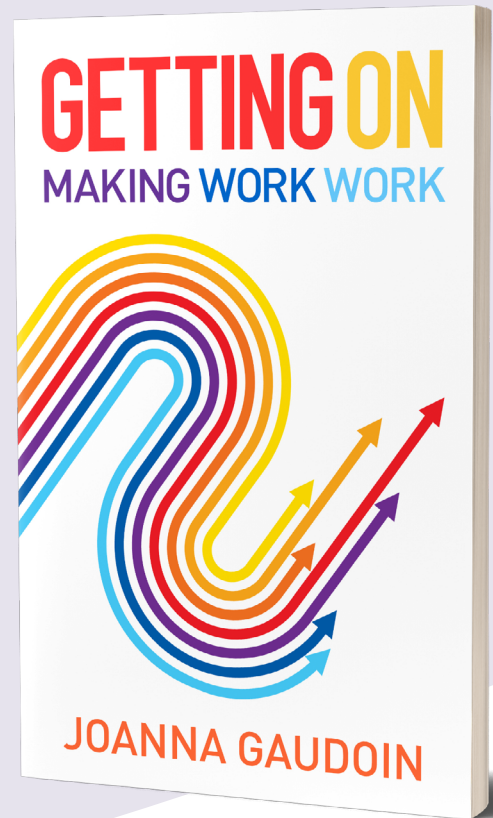
### Why I wrote this book

Every day, I work with people to help them navigate the workplace challenges they face, be the best they can be at work and fulfil their career potential – so that work works for them. This book uses that experience to help you take your own steps towards career success.

*“We know that excelling on the job, doesn’t mean that a successful career will follow – but we don’t always understand why. In Getting On: Making work work, Joanna reminds us to be rigorous in our self-analysis and hone the skills we need to rev our career engine. It’s pragmatic, thought provoking and encourages self-reflection with valuable insights for everyone, no matter what stage your career.”*

**Unette Spencer,**

Chief of Staff to Executive Vice Chair, Mastercard



### About the Author



Joanna has spent more than 10 years working with individuals to help them understand how to blend their technical know-how with ‘softer’ skills to realise career success – either in their existing role, or when looking for new opportunities. Joanna also runs group sessions for organisations and is a regular speaker at events.

**To find out more about Joanna and her work:**

[www.insideoutimage.co.uk](http://www.insideoutimage.co.uk)

[www.gettingonatwork.co.uk](http://www.gettingonatwork.co.uk)

[www.linkedin.com/in/joannagaudoin](http://www.linkedin.com/in/joannagaudoin)

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