

BODY LANGUAGE

& SECRETS OF NONVERBAL COMMUNICATION



Simone Janson (ed.)

Effect & Rhetor Read & Understand People, Correctly Interpret Gesture & Facial Expressions, Recognize Lies & Laciation like FBI Agents

Best of HR - Berufebilder.de®

Body Language & Secrets of Nonverbal Communication

Effect & Rhetoric, Read & Understand People, Correctly Interpret Gestures & Facial Expressions, Recognize Lies & Manipulation like FBI Agents

Simone Janson (ed.)

Published by Best of HR - Berufebilder.de®

Table of Contents

•		
lm	nrı	าก1
1111	\mathbf{pr}	ш

<u>Introduction: Information, Experiences of Success, Inspiration - you'll find all that</u> in this Book

Achieve Goals Interactively: Awards, Press Reviews, Customer Feedback Your Benefit in concrete Terms: Content, Organization and Structure of the Book

Information as desired with Membership Discounts, eCourses, Workbooks, and custom, individual eBooks

Successfully use the AI Extension to the Book for your Goals and to make Money

Experience Success and Inspiration: Discover your Way and support Sustainability

At the top and still bad speakers: Obama's Pressesprecher does not convince // By Michael Moesslang

Methods for more repartee: Rhetoric is like learning to swim // By Peter Kensok, Petra Schächtele-Philipp

Communication in business: training is silver, rhetoric is gold // By Stefan Häseli Communication in the office: 3 X 7 tips against rhetoric deficits // By Simone Janson

Teamwork Diversity and Mixed Leadership: Communicating Men and Women - 2 X 3 Tips // By Dr. Cornelia Topf

The perfect speech: Concise metaphors // By Anita Hermann-Ruess

Clear Communication - 2 X 9 Tips: Share Your Opinion! // By Simone Janson

Body language: defense mechanisms // By Dr. Gabriele Cerwinka, Gabriele Schranz

Team Success: Communicating with Difficult Colleagues [6 Checklists & 5 Tips] // By Simone Janson

4 Rhetoric Tips for a Good Speech: Self-Imagination - More Than Just a CV // By Malte W. Wilkes

Communicating Innovation and Change: 5 Visualization Tips // By Claudia Simon Improve Appearance and Effect: Increase your value in 3 X 6 steps // By Sally Hogshead

Conclusion: How to expand your Knowledge and Experience with interactive AI and discounted Add-on offers for free.

Authors Overview

Dr. Gabriele Cerwinka

Stefan Häseli

Sally Hogshead

Simone Janson

Peter Kensok

Michael Moesslang

Anita Hermann-Ruess

Petra Schächtele-Philipp

Gabriele Schranz

Claudia Simon
Dr. Cornelia Topf
Malte W. Wilkes

 $\frac{Profound\ Expert\ Knowledge,\ Quality\ Assurance\ and\ AI:\ The\ Concept\ of\ Publisher\ of\ the\ Year\ Best\ of\ HR\ -\ Berufebilder.de{\mathbb R}}$

Appendix: Tips and Prompts for using the AI Extensions

Imprint

The German National Library lists this publication in the Deutsche Nationalbibliografie; Detailed bibliographic data are available on the Internet at https://dnb.dnb.de.

ISBN of the German eBook edition: 9783965960527

ISBN of the English eBook edition: 9783965960534

German website of the publisher: https://berufebilder.de

English website of the publisher: https://best-of-hr.com

Body Language & Secrets of Nonverbal Communication

4th completely revised and extended edition, 10.01.2024

@2024 by Best of HR - Berufebilder.de®, a brand of Janson Pressgroup Print & Online

Published by Simone Janson

Duesseldorf, Germany

Conception, editing, graphic design & layout: Simone Janson

Cover design with Canva

eMail: publisher@best-of-hr.com

For your <u>successful</u>, <u>fulfilling life</u>, the information you truly need: State-funded publisher, awarded the Global Business Award as <u>Publisher of the Year</u>: <u>Books</u>, <u>magazines</u>, <u>eCourses</u>, <u>data-driven AI services</u>. Print and online publications, along with the latest technology, go hand in hand - with over 20 years of experience, partners such as the <u>Federal Ministry of Education</u>, customers like <u>Samsung</u>, <u>DELL</u>, <u>Telekom</u>, or universities. Behind it all is <u>Simone Janson</u>, a German <u>Top10</u> blogger, referenced in <u>ARD</u>, <u>FAZ</u>, <u>ZEIT</u>, <u>WELT</u>, <u>Wikipedia</u>.

All books are published in German and English. We take our responsibility to deliver well-researched and reliable information very seriously. Therefore, the publisher follows a dedicated concept for quality assurance and compilance, where the expertise of renowned experts goes hand in hand with the latest AI technology for information analysis and text optimization. If you have any further questions, you can read the corresponding chapter at the end of the book.

All works of the publishing house Best of HR - Berufebilder.de®, including their parts, are protected by copyright. Any use outside the narrow limits of the copyright law is not permitted without the consent of the publisher and the author. This applies in particular to the electronic or other reproduction, translation, distribution and making publicly available.

Introduction: Information, Experiences of Success, Inspiration - you'll find all that in this Book

Dear readers,

glad we could convince you of the 4th, significantly extended edition, like thousands of readers before. Because this book makes your success tangible: In the following pages, you will not only encounter expert knowledge, but also a wealth of practical tools and resources that can help you achieve your goals and realize your full potential.

Achieve Goals Interactively: Awards, Press Reviews, Customer Feedback

For its interactive concept, the publisher was not only awarded the Global Business Award as Publisher of the Year by Corporate Vision Magazine and supported by the Minister of State for Culture and Media of the Federal Republic of Germany, but also repeatedly recognized in renowned media such as **ZEIT**, **Süddeutsche**, **personalmagazin**, or the special magazine **Personalführung**. For example, the **FAZ**, one of the most influential Newspapers in Germany, attests to us "good actionable tips" and customers like the **Press and Information Office of the German Federal Government** are enthusiastic. You can find many more reviews as well as information on free review copies at https://best-of-hr.com/press/.

Renowned experts from various fields - overview in the table of contents - have compiled their expertise and experiences to provide you with valuable insights and advice, practical and condensed. As a reader, you will also receive working materials as part of your book purchase, which you can download for free at https://best-of-hr.com/academy/. In addition, workbooks are available to help you reflect on the inspirations from this book.

All readers who are looking for individual solutions also have the opportunity to use the AI extensions and consulting tools free of charge within the framework of AI Extended Books, for which we usually charge a monthly subscription fee. Our interactive success advisors and other AI-supported tools are at your disposal to provide you with tailored advice and recommendations that are tailored to your individual needs. Use these tools to drive your success and achieve your personal goals.

In addition to this wealth of inspiration, we want you to experience and enjoy your success: As a reader of this book, you will have access to a variety of exclusive services that will help you live well and successfully according to your wishes: from inspiring reader trips, where you have the opportunity to discover new places and exchange ideas with like-minded people, to lifestyle products that are

specifically tailored to your needs, we want to ensure that you make the most of this reading experience.

Your Benefit in concrete Terms: Content, Organization and Structure of the Book

Briefly and concretely this is your benefit from this book: You support certified climate protection projects, quickly receive compact information and checklists from experts as well as access to AI extensions and the possibility to individually live your inspirations as an experience. Because we usually communicate more about body language than many believe. Therefore, it is important not to underestimate the secrets of non-verbal communication, but to deal much more with their effects and use them properly. For anyone who understands how to use his gestures and facial expressions in a targeted manner can decisively improve his rhetoric and his appearance with his body language.

You will receive valuable resources through this <u>unique publishing concept</u> that will enhance your knowledge, stimulate your creativity, and make your personal and professional goals achievable. This allows you to discover new ways, expand your thinking, and improve your skills to experience success. You will receive concrete advice, proven methods, and strategies to overcome challenges and overcome obstacles. By providing specific action steps and practical guidance, you will learn how to define your goals and develop plans to progress step by step. The clear structure and our special, highly detailed table of contents support you in quickly finding the desired information and implementing it directly into practice.

This is not only contributed by the expert articles of renowned experts but also by numerous inspirations from successful managers, entrepreneurs, and other exciting personalities. Their stories and experiences serve as vivid examples of how challenges can be overcome and goals can be achieved. Through their inspiring narratives, you gain insights into proven strategies and practices that you can apply to your own situations. Different, and potentially contradictory, aspects of the topic are deliberately addressed. This allows you to examine, reflect on, and weigh the various pros and cons optimally. This ultimately enables you to gain different perspectives and improve your knowledge to develop a deeper understanding of complex topics and find innovative solutions.

Information as desired with Membership Discounts, eCourses, Workbooks, and custom, individual eBooks

Under the motto *Information as desired*, we also provide you with exactly the information you have been looking for. The book also includes an e-course with a worksheet for you to work through, which you can receive for free as a reader in our Academy at https://best-of-hr.com/academy/. You can find out how to access it in the book's conclusion.

Our Academy offers you the opportunity to continuously expand your knowledge and skills and engage with like-minded individuals. By participating in our online courses and interacting with experts and other learners, you can achieve your professional goals and advance your personal success. We believe that inspiring experiences and continuous learning are the keys to long-term success. Therefore, we invite you to explore our Academy and benefit from the diverse learning opportunities.

In addition, the Workbook Success Planner is the perfect complement to the guidebooks. This workbook helps you successfully implement the inspirations and tips from our books, step by step and day by day, whether it's about career goals, decision management, or financial planning. You can either print the Success Planner yourself or order it as a bound book. Each workbook comes with a free eBook.

Do you want a personalized eBook topic or an e-course on a specific subject? You can also find that in our publishing house at https://best-of-hr.com/publisher/. We will create your personalized eBook on a topic of your choice upon request. In the Academy of Best of HR - Berufebilder.de®, you will also find email courses with individual assignments, personal support, and certification.

As a book reader, you not only have the advantage of gaining information and new insights but also enjoy financial benefits that come with purchasing our books. As a newsletter subscriber or registered member, you will receive a 50% discount on all e-courses and a 20% discount on all other books as a member edition. You can find the books at https://best-of-hr.com/shop/books/. The coupon code is sent weekly via the newsletter. Additionally, there is the Premium Membership, a paid flat rate for one year, which includes all learning materials, downloads, and premium articles.

Successfully use the AI Extension to the Book for your Goals and to make Money

For those seeking further individual guidance and services, our concept of *AI Extended Books* offers the potential to analyze information, gain valuable insights, and show paths to achieving your individual goals. By utilizing AI in your work or personal life, you can gain many benefits and work much more efficiently. Through our AI solutions, you will discover new ways to explore your horizons in innovative ways. And the best part is that this service is free for you as a book buyer. In the appendix of the book, you will find a detailed explanation and numerous application examples to facilitate your successful handling of AI.

Our interactive <u>AI-assisted consultant</u> is there to assist you with any questions regarding success, career, and personal development. Our <u>AI-eTutor</u> supports the learning experiences from our academy with individual exercises. And the interactive <u>travel planner</u> helps you plan individual moments of success.

One of the greatest strengths of AI is its ability to process large amounts of data and recognize patterns. By using machine learning algorithms, AI can learn from this data and make predictions. This enables you to make informed decisions, optimize your strategies, and even solve complex problems. Whether it's your personal career management, optimizing communication processes, or improving work efficiency - AI can help you achieve your goals more effectively.

With the AI tools from Best of HR - Berufebilder.de®, you can even earn money. This is done through an affiliate program, a marketing strategy where companies collaborate with affiliates to promote and sell products or services. Affiliates are individuals or companies that act as partners and receive a commission for every sale or action they generate. To participate in our affiliate program, please register for our partner program.

Experience Success and Inspiration: Discover your Way and support Sustainability

But that's not all! We want to offer you a very special opportunity that will make your journey to personal growth and success even more unforgettable. Because we know that it's not just about reading, but also about experiencing and applying what you've learned. That's why we want to offer you exclusive vouchers for suitable trips and other items that perfectly match your chosen guide. To achieve this, we work with numerous network partners in accordance with our compliance guidelines.

So imagine putting the inspiring wisdom of your book into action while creating unforgettable memories at the same time. Whether it's a relaxing break at a wellness resort, an adventurous trip into nature, or a workshop that further develops your skills - with our specially selected vouchers, you can put what you've learned into practice directly and enjoy unforgettable experiences at the same time.

Let yourself be inspired by our guides and discover the possibilities that await you. Because we believe that true change doesn't just happen in the mind, but also in the heart and in action. So get ready to elevate your life to a new level with individual moments of success and make your dreams come true. By the way, 5 percent of your purchase goes to non-profit organizations that are dedicated to projects such as reforestation and climate protection.

So you see: from cost savings to access to knowledge and education, to the opportunity to experience and live your own successes, to inspiration for entrepreneurial activities, and the possibility to earn money with our publishing house - reading our books can provide you with financial benefits in various ways.

At the top and still bad speakers: Obama's Pressesprecher does not convince // By Michael Moesslang

Some people seem to think that if you only say the right thing, then it fits. That there is still a "how" does not seem to come to mind. Not even if he belongs to Barack Obama's staff. Or if he is CEO of a group.

The analysis of Obama's press officer

In this official video of the White House, Jay Carney can be seen, since February presser of Barack Obama. It is about important topics in these turbulent times. So some press representatives have appeared, the room is full, some are standing, numerous cameras are installed.

But the one who stands at the official US government panel, Jay Carney, looks like a timid intern or student. Although full of service, correct and always concerned about his words, but I am not surprised when experts long ago to replace him. What can be seen and heard?

Bad start

He almost apologizes for the fact that an employee has yet to bring his book, but you can still just start. What a weak entry! Does he really believe, as a representative of the President, to be able to begin so lightly and weakly? Either he waits until the book is there and begins only then.

Or he ignores the book and begins. Anyone who apologizes in this situation, and thus also points to the organizational error, weakens his position massively.

Fauxpas Read aloud

Some answers read Jay Carney. This may not be a problem in itself, because certain formulations are worked out in these circles in the team and tested in all directions, because only imprecise formulations could cause crises.

But reading aloud will be learned - and a man in this position should have learned it! He reads in a monotonous voice, in my opinion, something too soft, much too fast and too little articulated.

It reads off without keeping eye contact or making speech pauses. Instead, he completes the text unnecessarily by several Ähs. Professional reading allows only a

brief look into the manuscript and then a speech with eye contact to the audience. Otherwise, simply the credibility suffers.

Free speech?

Secondly, Press Secretary Jay Carney speaks freely. Then he begins with phrases and filler words: Ähs or Füllsel like "you know", "I think" and the like pile up. His (thinking) breaks are unmotivated (3: 14):.

"And I think that's the speaker of the house's statement ... er ... expressed ... a sentiment that ... we share what we need to take action collectively to come together, democrats and republans, to ... further reduce our deficits and get our long -term dept under control."

Wrong breaks and filler words

This sentence is too long a spoken text, the breaks sit in completely wrong places, the Ers disturb and weaken his words and credibility. And what is new to the content? Sometimes he breaks the sentence just before the last word, thinks how the sentence has to end and only speaks the last word (3: 45):

"The Amrican people - overwhelmingly support the balanced approach that the president er ... supports".

Missing eye contact

The word has long since been clear to the contemplative public. He does not set sensible breaks as much as directed eye contact. Times he speaks very quickly, then again these thought pauses with discreet but existing Uhs.

Now, though, he sometimes looks in part at the audience, but does not make the impression of actually making contact with someone. His body language is scarce. The little we see looks random.

The wrong man for the desk

All in all, he often interrupts the questioning journalists, responds too directly, justifies himself or the procedure and brings too little own messages. When asked critically, he should not respond directly, but should positively or objectively be sober as a matter of fact, and round off with a positive message.

Even if it is not easy to change facial expressions, it is arrogant and arrogant, with its slightly upward angle of the mouth (usually a signal for disgust) and its head.

Competence is not enough!