

7 indispensable gesture languages ??for a professional manager

One of the secrets that helps you become an excellent manager is the ability to use body language when communicating and conveying messages to your employees.

Once you reach the Manager position, you start managing others. You have certain successes in your job - such as becoming a senior salesperson, a financial expert or an experienced architect.

However, this does not mean that you know how to manage the people who are working under you. In fact, many skilled professionals are self-confident in leadership positions but do not know how to convey information to employees, or in other words how to become a Leader, a Manager excellent.

Ways to communicate with body language (Body Language)

Non-verbal behavior, also known as body **language (Body Language)** is a simple method to help people easily connect with each other. Whether you are in a managerial or staff position, using gesture language in communication is also indispensable.



Eye Contact: **Eye contact** helps listeners feel excited, warm and trusting. Moreover, speakers also become closer and all the information you provide is reliable.

Face Expressions: Using smiles is a way for you to make your partner feel more friendly. In all cases, smiles give people a sense of closeness, accessibility, increase the ability to share and erase all barriers of distance, even the status gap.

Gesture: In communication, using gestures is important because it will make the story less boring and less rigid. A lively way of speaking will make the conversation interesting and engaging the opposite person.

Body Position: Standing upright and directing your body towards the listener will help you increase your confidence when talking, and at the same time, they will also have the feeling that you are focusing on listening to your story. This will inspire listeners to share more and in negotiations, this is a very positive signal for you.

Closeness: Closeness does not always bring positive signals in communication. Because each culture will have different standards that anyone must consider carefully when approaching. Usually, behaviors such as swinging your legs, crossing your father's eyes, or staring at the opposite person in a poignant manner make the conversation very bad.

Voice: Nonverbal communication also includes voice-related factors such as intonation, intensity, timbre, etc. Depending on the situation, each person should change his tone to convey his message. effectively.

To help future leaders get some lower-level management tips, join author **Sharen Ross - Mazlo 's founder** - a two-week training program to help people form skills. Living to serve both learning and work through the seven language body language is very useful following. Try applying and checking employee responses to changes in your communication.

1. In order for the information transmission process to be consistent, "synchronize" your words and actions



We tend to believe what we see more than what we hear. So, if you want to encourage employee cooperation, you **should not fold your arms over your chest or put your hands in your pockets** . If you are excited about the bright future of a new product, do not look down or swing people while sitting in a chair (because this proves that you are worried instead of feeling excited). If you're going to convey a bad news, don't laugh. And never make people pay attention to you, even for a second, by texting or calling. It is better to leave the phone in your pocket or desk drawer when talking to the room staff.

2. To make a decision, create a distance



Instead of holding your posture or slouching, stand up, extend your arms and legs and can put something (such as a book, paper, pen .) around you. If you're still sitting on a chair, put your hand on the rail and place a notebook on the table as your "extension". When you create this space, you have signaled that you want to draw attention and this is the time to make a decision.

When you crouch in a chair or crouch at a certain angle, you create a feeling for your employees that you want to follow others' opinions instead of showing a leader's decision-making power. .

3. To become more accessible, change your posture



If you are a type of person with a strong personality - always "occupying" space and easily showing leadership naturally, your employees may feel afraid, even if they are "threatened" . The goal you need to achieve is to help your roommates feel comfortable working and sharing their ideas with you. Therefore, in a meeting or discussion, pay attention to your posture. Are you directed at others? Do you encroach on their space on the

discussion table? If so, **take a step back and stand (or sit) at a 45 degree angle** . This will make the conversation comfortable, reduce the pressure on the opposite so that they can feel relaxed, regain calm and natural when expressing their views.

4. To show control, be comfortable and calm



No matter how you feel, never show off your impatience, worry or boredom. Restless, walking back and forth, nodding, legs curled, shaking thighs, tapping feet on the floor, touching face, pulling hair, turning chairs ., all these behaviors show a lack of control. makes it hard for employees to trust your leadership. Therefore, practice standing firm on the ground, keeping your arms relaxed and relaxed or if you sit, don't forget to lower your person (and chair).

5. To show confidence, be yourself



People who lack confidence often use sign language to help them reassure themselves but make them "closed" and difficult to access. Therefore, when talking to someone or presenting a problem, **do not fold your arms over your chest, cross your legs, put your hands in your pockets or tighten your hands** because they reflect that you are uneasy and unconfident. . Instead, hold your shoulders back slightly, lift your chin up, do not cross your legs and comfortably drop your hands.

6. To show empathy, listen actively

Sure you are very busy. You have dozens of things to think about and a "mountain" of work to do. However, when you take the time to talk to someone, don't show yourself as a busy person. Instead, make the other person feel like they are the most important person in the world. While they are talking, make sure you keep your eyes-contact, nod, use facial expressions that match what the other person is saying . When you arrive Your turn says, don't be in a hurry. **Always use stops, regular breathing, nodding, scrutinizing what you should say** and can **repeat some important issues that the other person has said** to show that you really care and have settled. listen to them.



Listen differently to listening. When listening, you receive sounds through the ears unintentionally. Conversely, listening involves selecting, receiving, and explaining the meaning of those sounds, which is exactly the sound decoding that makes sense.

Listening is also divided into two categories: **active** and **passive listening** . When listening passively, recipients of messages often have no motivation to listen carefully, such as when listening to music, watching movies or when they need to be polite. Because, we often fall into a state of hearing, but our heads keep thinking about another problem. Meanwhile, **active listening means you need to capture information, solve problems, help, confide . with the opposite** . At this time, the listener needs to pay attention to the opponent's words and attitudes, then confirm by sending feedback. Active listening often takes a lot of energy because listeners have to "operate" more than passively listen.

Signs of active listening:

1. Time to listen more than talk.
2. Do not answer questions with questions.
3. Do not interrupt the speaker.

4. Control prejudice, do not rush to make judgments without foundation.
5. Don't get caught up in the speaker's thoughts or opinions.
6. Do not interrupt or overwhelm the speaker.
7. Respond and interact with the speaker in a smart way.
8. Consider every aspect of the problem.
9. Stretch the story but not rambling.
10. There are notes but short and easy to understand.

7. To show great expectations, control facial expressions



Heterogeneous facial expressions with actions will discourage employees and reduce their ability to succeed. So, consider your messages that you want to convey in conjunction with rolling your eyes, lifting your eyebrows, frowning or pursing your lips. Before taking a meeting with staff, make sure your face is relaxed and stress-free by relaxing your face completely. After that, keep a neutral or positive attitude on the face during the meeting.

The above are 7 gesture languages ??that any manager who wants to succeed in his position and receive support from the employees should also note. From now on, you can apply it to verify the positive impact of these non-verbal communication behaviors and see what the effect will be.

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