

CyberBreak

June 2, 2006

**SIGN UP TODAY FOR THE FIRST
STAFF PROFESSIONAL DEVELOPMENT WORKSHOP!**

Professional Development

- Organize everything in your life
- Stay in synch with your boss
- Juggle multiple projects with ease
- Dealing with chronically difficult people
- Everyday negotiations

NEXT FRIDAY! June 9, 2006 → 10 AM - 3 PM

To register for this workshop, email Rosalyn Escobar at rescobar@swlaw.edu



“The secret of getting things done is to act.”

-Dante Alighieri-

Learn to Communicate Effectively and Powerfully!

When it comes to communication, word choice is important, but did you know, word choice accounts for only 7% of the message the listener receives? The other 93% is attributed to non-verbal communication -- your vocal quality and body language. Here are six keys to body language:

- 1) Facial Expression:** “Neutral expressions” are expressions that do not require much effort to produce. Take a look at your neutral expression in a mirror and practice a facial expression that’s a little friendlier, but not too different from your neutral expression.
- 2) Posture or Stance:** The way you carry yourself has a strong impact on how others view you. Think about how you stand or sit when interacting with one person or within a group and think about what kind of message that sends to others.
- 3) Gestures and Movements:** Gestures and movements are very important in communicating effectively, but they must match the words you say. Listeners will almost always trust what they see before believing what they hear.
- 4) Eye Contact:** The “talking head” method is a term used to describe the top of the head to just below the shoulders. Eye contact in this general area can be interpreted as sincere and attentive.
- 5) Territorial Space:** Be sensitive to others’ “personal space,” but keep in mind that personal space varies in different cultures and countries.
- 6) Touch:** When shaking hands with someone, shake firmly and comfortably. Most business handshakes require one hand; save two hands for expressing sympathy.



Tea Room Hours starting June 5th to July 26th

Mondays – Thursdays

9am – 6pm

Fridays

9am – 3pm



Feedback:

Have ideas, suggestions, comments or contributions for future editions of CyberBreak? Please email them to mcanal@swlaw.edu.