



Non-Verbal Communication In The Workplace

212 - Careers

You can send a message without saying a word. You've done this before. An unexpected visit from a close friend lights up your face. Your smile reveals how you feel. This is a typical example of nonverbal communication speaking volumes. Here are some tips for effective silent communication in the workplace. They provide opportunities to enhance your job experience.

Smile Genuinely

Greet everyone with a smile, even that coworker who aggravates you. Make it genuine. People can detect a fake smile, and your interaction starts on the wrong foot. This should only be used in situations where smiling is an appropriate action.

Respect Personal Space

Cramped work quarters are a reality for many people. Whether that's your case or not, make sure you respect your coworkers' personal space. Crowding a person physically can seem threatening. Remember that others may need more space than you do. If you have to work in close quarters, ask if you give them enough room to feel comfortable and work productively.

Monitor Your Gestures Carefully

Forwarding your arms across your chest shows that you are shutting down. You are not open to communication. Turning away from someone sends the same message. Monitor your gestures carefully. Don't point at someone when you are talking. Adopt a casual and comfortable body posture and face your audience.

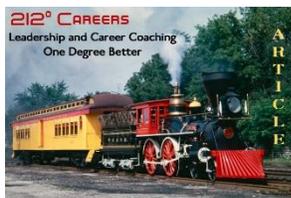
Dress Appropriately

Take your employment seriously. Respect that someone is paying you to do a job. Dress for success is an old saying that makes a lot of sense. You send a silent signal with your clothing in your personal and professional lives. For better workplace communication, wear what is appropriate.

Don't Create a Hostile or Threatening Workspace

Look at your workstation. What does it say about you? What signal is it sending? We often think about our gestures and clothing as silent spokespeople for us. They certainly are. Remember that your workspace can also send positive or negative communication signals.

Work can be challenging. It's a necessary evil for many people. They would rather be doing anything but what their job requires. Sometimes, people love their jobs. In either situation, you must be careful not to send the wrong message with your nonverbal communication. The tips we shared can help you maximize the benefits of your workplace relationships and make your workday more enjoyable.



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