

12:00 p.m. Welcome & announcements

12:05 p.m. Presentation

12:45 p.m. Questions & answers

1:00 p.m. Wrap up

Improving Team Performance Through Better Listening & Interpreting Body Language

Cost of Poor Communications

Big Companies:

Average loss per company of \$62.4 million per year because of inadequate communication to and between employees.

Smaller Companies:

Miscommunication cost smaller companies of 100 employees an average of \$420,000 per year.

Benefits of Improving Team Communications

- Builds trust
- Prevents or resolves problems
- Increases productivity through clarity and direction
- Builds relationships
- Increases engagement

Autobiographical Listening

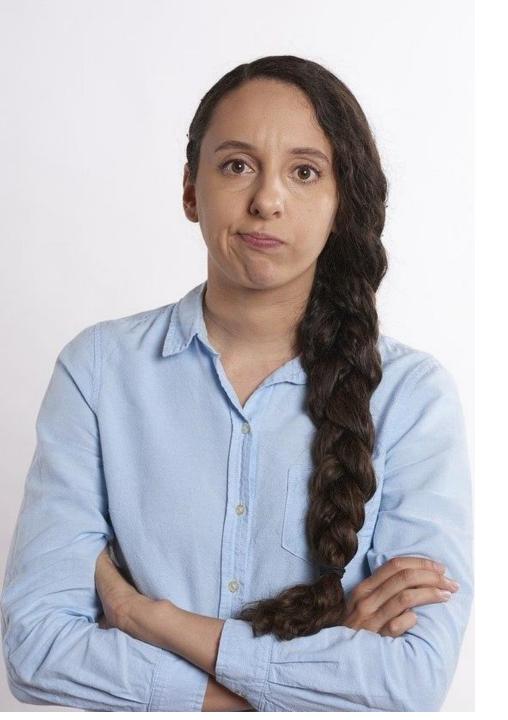
What we do most often, which is not helpful

- We evaluate
- We probe
- We interpret
- We advise

Reflective Listening

What we should do...

- Passive listening
- Reflective listening
 - Reflecting the speaker's content
- Empathic listening
 - Reflecting the speaker's emotional state



Meeting Assessment

- Level of muscle tension
- Openness
- Distance

Identifying Decision Makers

- Identify the process leader
- Gauge the amount of speech
- Eye checking



Meeting Assessment: Integration

- Isopraxis
- Relaxed muscle tone
- Open posture
- Moving closer to you
- High levels of comfortable eye contact
- Relaxed facial muscles

Meeting Assessment: Integration (cont.)

- Lack of movement
- Head nodding
- Smiling
- Direct body orientation
- Legs out in front of the body (while seated)
- Looks of approval passing between guests

Meeting Assessment: Dis-Integration

- No isopraxis
- Muscle tension increases
- Body compression occurs
- Stomach is covered
- Moving farther away

Meeting Assessment: Dis-Integration (cont.)

- Eye contact is fleeting with many breaks
- Increased facial tension
- Increased hand/foot movement
- Body orientation diverted
- Looks of skepticism or general lack of approval pass between attendees

Dis-integration Response Strategy

- Stop presentation
- Acknowledge the lack of connection
- Accept responsibility for miscommunication
- Ask for assistance
 - Example: Is there something I could do to better address your needs?
 - If they redirect you, you will likely succeed at your task

Dis-integration Response Strategy

- Change your presentation style
- Stand up
- Move to a dry erase marker board and create a simple visual aid to illustrate a point you are making
- Remain standing
 - You are over 40% more likely to gain agreement if you stand while presenting



How to make this work for your team?

Check List

Behavior	Tips
Improve Listening	 Reduce distractions Be present Don't interrupt Don't judge Invite others to contribute ideas Ask clarifying questions Use summarizing statements Learn from mistakes
Interpret Body Language	 Pay attention to tone, cadence of voice Watch expressions, set of the mouth, slope of the shoulders Acknowledge lack of connection Ask for assistance Change presentation style

Recommended Reading

