Making a positive first impression

Template

Step 1:

Create a list of verbal and non-verbal behaviors that contribute to making a positive first impression:

|  |  |
| --- | --- |
| Verbal Behaviors | Non-verbal Behaviors |
| * **Form your words clearly** * **Use a calm and warm tone** * **0Use an appropriate volume that demonstrates** * **confidence - not too loud or too quiet** * **Provide a warm response to an introduction** * **(e.g. ‘great to meet you’)** * **Repeat the person's name to help you** * **remember it (e.g. Hi Sage, I'm Aashik)** * **Create a conversation that is memorable by** * **adding value to what they are saying, or offering** * **to help them, or using personal stories to build** * **rapport** * **Prepare talking points (find things you have in common through researching the person ahead** * **of time) as this will help to build rapport and** * **avoid awkward silences** * **Give an appropriate compliment** | * **Dress for purpose (check what is appropriate to** * **the situation- never ‘under’ dress)** * **Be punctual (or a bit early)** * **Smile in an authentic way** * **Stand tall with a confident posture (back** * **straight and shoulders relaxed. but not rigid)** * **Sit up straight** |

Step 2:

Upload a video introducing yourself to Microsoft focusing on creating a positive first impression. Be creative if you like! Include whatever you think will make an impact and reflect your personal brand. The video needs to be short – maximum length of two minutes.