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:

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| Verbal Behaviors | Non-verbal Behaviors |
| * Being trustworthy * Being open while communicating * Listening * Speaking politely * Using thankyou, please, sorry when necessary | * Body language * Facial expressions * Dressing appropriately according to the occasion * Gestures and Postures * Eye contact * Shake hand * Smile |

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.