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 |
| **Using calm and warm tone.**  **Forming words clearly.**  **Giving a appropriate compliment.**  **Repeating person’s name.**  **Use positive language.**  **Avoiding slangs**  **Using short humors.** | **Dress for purpose**  **Be punctual**  **Smiling in an authentic way.**  **Stand tall with confident posture.**  **Sit up straight.**  **Put your phone away.**  **Taking notes.** |

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.