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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| Non-Verbal Behaviors | Verbal Behaviors |
| 1. Smiling 2. Maintaining eye contact 3. Laughing 4. Initiating new conversational topics 5. Maintaining physical proximity 6. Mimicking (unconsciously) your nonverbal expressions | 1. Be prepared to listen. ... 2. Keep an open mind and avoid making judgement about the speaker. 3. Concentrate on the main direction of the speaker's message. ... 4. Avoid distractions if at all possible. ... 5. Be objective. |

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.