



**Course Title:** Nonverbal Communication: The Power of Body Language and Voice

**Course Code:** COM 81

**Instructor:** Jeff Cabili

### **Class Sessions and Recording**

**Meeting days/times:** Saturday, February 4, and Sunday, February 5, 9:00 am - 12:45 pm (PT)

**Meeting location:** On-Campus (details will be shared with registered students prior to first class meeting).

*The class sessions will not be recorded; however, student video presentation recordings will be part of the course experience.*

- Short video presentations by students will be recorded on the first day
- The first recording will take place shortly after the start of the first day. It is imperative that all students be **present in the classroom 10 minutes before the beginning of each session (9:00 am)**
- Should a student be late and miss the first recording, they will not get the full benefit of the course
- There is no possibility to audit this course. It does involve full participation and interaction from all students

### **Course Features**

#### **Live session**

- Lecture, demonstration, practice time for students
- Requires interaction and active participation
- Students are solicited on a continuous basis.

#### **Assignments & Coursework**

- Instructor will provide feedback on (video) assignments
- Students will give short presentations (recorded or live)
- Students will work on a group assignment in class

### **Target Population**

Anyone who wants to improve the impact of their presentations using techniques of expressions, effective body language and voice modulation. This course will address a setting where a speaker is presenting a topic to a group of 20 to 100 people (with or without slides). Of course, the content will be useful for a larger audience or for a smaller group, down to a one-to-one conversation (job interviews, negotiations).

The course will be very useful to top executives (CEOs, C-level, founders of startups), professionals in sales or business development, teachers, professors, graduate and PhD students, post-docs, facilitators, MCs...etc.

The course will also help startups who are seeking to raise funds by improving the impact of their 4-min presentation to investors. For instance, to that effect I hold pitch polishing sessions for startups for their Demo Days or Expo Days taking place at incubators, corporations or financial institutions.

## Course Summary

If you take this course, you will increase the impact of your presentations and make them more captivating to an audience (large or small). It will improve your levels of energy and charisma.

The key takeaways are:

- On the spot identification of 2-4 “bad habits” and removal of some/all of them.
- A better use of:
  - gestures, facial expressions and body movements
  - the voice as a powerful tool, the silence
- An increase in self-confidence as you practice, a feeling of being more at ease as you present and a decrease in anxiety.

*\*Please see course page for full description and additional details.*

## Grade Options and Requirements

- No Grade Requested (NGR)
  - This is the default option. No work will be required; no credit shall be received; no proof of attendance can be provided.

*\*Please Note: Due to its short format, this course may not be taken for Credit or a Letter Grade. If you require proof of participation, your instructor will provide Certificates of Attendance. Please contact the instructor after completing the class. The Continuing Studies office does not issue these certificates.*

## First Assignment

Watch at least eight minutes of each of the below two Ted Talks:

Astro Teller: The Unexpected Benefit of Celebrating Failure

[https://www.ted.com/talks/astro\\_teller\\_the\\_unexpected\\_benefit\\_of\\_celebrating\\_failure?language=en](https://www.ted.com/talks/astro_teller_the_unexpected_benefit_of_celebrating_failure?language=en)

Jill Bolte Taylor: My stroke of Insight

[https://www.ted.com/talks/jill\\_bolte\\_taylor\\_my\\_stroke\\_of\\_insight?language=en](https://www.ted.com/talks/jill_bolte_taylor_my_stroke_of_insight?language=en)

## Tentative Agenda

First Day: The void-fillers, the voice, the silence, paralanguage, body posture

First video Recording in class. Recording of second video.

Second Day: Movements of the arms, facial expressions, the smile, eye contact, the handshake. Viewing of second video Recording.