

The Art of the **HANDSHAKE**

- ◆ **Stand up!...** and offer a firm (not bone-crushing) handshake. Grip the other person's hand so that the webs of your thumbs meet.
- ◆ **Extend your arm** slightly to allow some space between you.
- ◆ **Don't forget the eye contact.** A firm handshake along with good eye contact demonstrates self-confidence.

Follow The Three "F"s

Firm - A squeeze but not a vise grip!

Fast - Shake firmly just a couple of times and end the handshake cleanly

Free of Perspiration - Any perspiration is discreetly wiped off on your trousers or skirt just a few seconds before!

WHEN Do You Shake Hands?

Both men and women are expected to shake hands in the following situations:

1. When meeting someone and when saying goodbye
2. When renewing an acquaintance
3. When someone enters the community office
4. When greeting a host and being introduced to people
5. When meeting someone you already know outside your work or home
6. When ending a transaction or leaving a business or social event

A well tendered handshake says,

"I am a pro. You are a pro. I respect and appreciate your business. Most importantly, you can trust and depend on me."