



## REACH OUT

When making professional contacts, you want to have just the right handshake. Because the handshake is used universally in business, knowing when and how to shake hands is important to your career success.



When you have a good firm handshake, people are **TWICE AS LIKELY** to remember you.

### RATE YOUR SHAKE

The following are **qualities of a good handshake**.  
When you shake hands do you...

- |                                                      |       |
|------------------------------------------------------|-------|
| ■ Stand and step or lean forward?                    | Y   N |
| ■ Engage the <b>full</b> hand?                       | Y   N |
| ■ Pause and make eye contact?                        | Y   N |
| ■ Shake a couple of times?                           | Y   N |
| ■ Greet the other person and repeat his or her name? | Y   N |



**THE HANDSHAKE  
IS THE QUICKEST,  
MOST EFFECTIVE  
WAY TO ESTABLISH  
RAPPORT WITH  
ANOTHER PERSON.**

— Patti Wood



### WHEN TO SHAKE

A proper handshake is more than just a greeting. A hand shake sends a clear message about your self-confidence and ability level.

Here are four basic opportunities to shake hands:

- ✓ When you are introduced to someone and when you say good-bye.
- ✓ When you run into someone you haven't seen in a long time.
- ✓ When you enter a meeting and are introduced to participants.
- ✓ When you begin and end a job interview.

Who do you know that has a great handshake? \_\_\_\_\_

How would you rate your handshake? \_\_\_\_\_

What is one thing you can do to improve your handshake? \_\_\_\_\_



**I CAN FEEL THE TWINKLE OF HIS EYE IN HIS HANDSHAKE.** — HELEN KELLER

