

The Handshake



Hand with permission of Muhammad BaqirPakistani





Before



After

Handshake Lesson Plan

Video

- Handshake+HB

(may not be able to see
due to copyrights)

Danny Rubin Series

- See next page

Activity: How to Shake Hands in the Business World

Before you can start a conversation to advance college or career objectives, you must understand a basic business skill: how to shake hands in a professional way.

Instructions:

Step 1

Watch the Rubin Education tutorial video called “How to Shake Hands in the Business World.” The content is in the “Video” tab.

In the video, you will see two young professionals demonstrate the wrong and right ways to shake hands.

Step 2

You and your classmates will stand up and greet each other with proper handshakes and steady eye contact.

Step 3 (optional)

You may also want to hold a brief conversation with each classmate. To learn how to start the discussion, turn to the [ebook](#) for *Wait, How Do I Write This Email?* and look at section called **“How to introduce yourself properly.”**

Step 4 (optional)

To continue the conversation, review the **“Six most important words in networking”** in *Wait, How Do I Write This Email?*

Step 5

Be prepared to share your experience with the handshake activity

Handshake Rubric- Fambro/Parks

<p>Level of Engagement (20%)</p>	<p>4. Exemplary • Contributed to class activities by offering quality ideas and asking appropriate questions • Actively engaged others in class discussions by inviting their comments • Constructively challenged the accuracy and relevance of statements made • Effectively identified and summarized main points 20 points</p>	<p>3. Accomplished • Contributed to class activities by offering ideas and asking questions • Often engaged others in class discussions by inviting their comments • Challenged the accuracy and relevance of statements made • Identified and summarized main points 15 points</p>	<p>2. Developing • Occasionally contributed to class activities by offering ideas and asking questions • Sometimes engaged others in class discussions • Sometimes had an understanding of main points • Identified and summarized some of the main points 10 points</p>	<p>1. Beginning • Failed to contribute to class activities • Failed to invite comment/opinions from other students • Demonstrated little understanding of main points • Did not identify or summarize main points 5 points</p>
<p>Attitude (20%)</p>	<p>4. Exemplary • Consistently positive, cooperative attitude during class • Always supportive of other students' ideas 20 points</p>	<p>3. Accomplished • Usually positive and cooperative with classroom projects and discussions • Often supportive of other students' ideas 15 points</p>	<p>2. Developing • Seldom actively participates in classroom projects and discussions • Sometimes supportive of other students' ideas 10 points</p>	<p>1. Beginning • Rarely if ever participates in classroom projects and discussions • Occasional disruptive behavior 5 points</p>
<p>Cooperation (20%)</p>	<p>4. Exemplary • Accepted ideas of others; able to compromise 20 points</p>	<p>3. Accomplished • Accepted most ideas without negative comments; able to compromise 15 points</p>	<p>2. Developing • Unwilling to compromise 10 points</p>	<p>1. Beginning • Group did not work together 5 points</p>
<p>Presentation (20%)</p>	<p>4. Exemplary • Showed confidence • Informative • Entertaining; engages audience • Spoke loudly and clearly • Appropriate use of body language 20 points</p>	<p>3. Accomplished • Showed some confidence • Presented some information • Engaged audience • Can be heard • Some use of body language 15 points</p>	<p>2. Developing • Unsure of responsibility • Somewhat informative • Engaged audience intermittently • Hard to hear • Some movement 10 points</p>	<p>1. Beginning • Lacks information • Audience bored • Mumbles • Body language is lacking; inappropriate 5 points</p>
<p>Activity Specific (20%)</p>	<p>4. Exemplary • Engaged in activity to learn to shake hands • Held conversations with other students, if applicable, and showed enthusiasm for knowledge gained 20 points</p>	<p>3. Accomplished • Mostly engaged in activity to learn to shake hands • Held conversations with other students, if applicable, and showed enthusiasm for knowledge gained 15 points</p>	<p>2. Developing • Somewhat engaged in activity to learn to shake hands • Struggled to hold or seemed unwilling to hold conversations with other students, if applicable. 10 points</p>	<p>1. Beginning • Did not engage in activity to learn to shake hands • Failed to hold conversations with other students, if applicable. 5 points</p>



History of Handshake

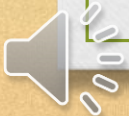
History is not exactly clear...

- Believed originally to be a gesture between two men to show that they were not carrying a weapon.
- Traditionally, handshaking was between men



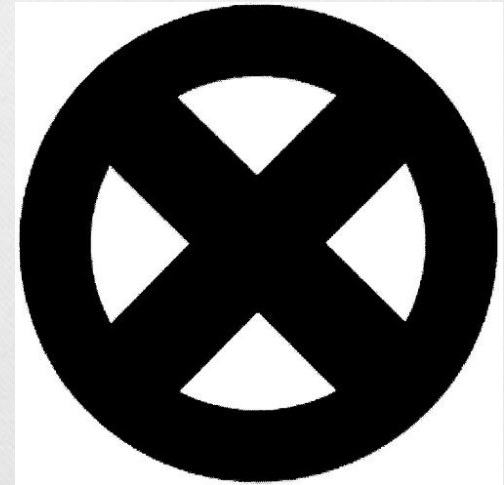
What TO do

- Wipe hands discreetly first if they are sweaty
- Start about a yard away
- Make eye contact with the other person
- Extend right hand in a vertical position with thumb up
- Firm grip without crushing
- Wrap fingers around hand
- Pump once or so and release the grip



What **NOT** to do

- Two handed shake – too friendly
- Hand on shoulder – invades space
- Pull hand away too quickly
- Have any cologne or perfume on hands
- Be distracted



Other Cultures

- Be sure to check customs before traveling to other countries on business because in some countries, handshaking is not the norm.



People with Disabilities

- *Visually impaired...*
 - ask “may I shake your hand?” and bring your hand to meet his
- *Missing or non-functioning right hand...*
 - simply extend your left.
- *If someone isn't able to shake at all...*
 - Light nod or light touch on the arm is appropriate



When to Shake Hands

- Upon meeting someone for the first time
- Greeting someone you don't see regularly
- At the start of an interview
- When parting with someone you don't see regularly
- To show agreement
- When someone offers you their hand
- Welcoming people into your home or office



What do you do if...

Someone offers you their left hand...

- ▣ Just shake it normally

They have sweaty palms...

- ▣ Discreetly wipe hands later to not make them embarrassed

Someone doesn't shake when you offer...

- ▣ Simply nod, drop your hand and carry on

Your hands are full...

- ▣ Try to shift things to your left hand, or just offer your left hand



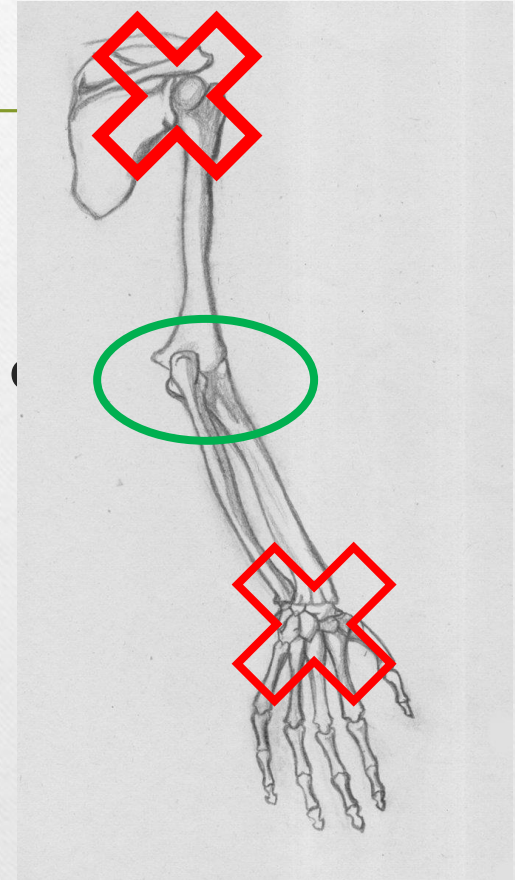
Introduce Yourself

- If you are meeting someone, always introduce yourself as you shake hands. Your handshake is the way you make your FIRST IMPRESSION.

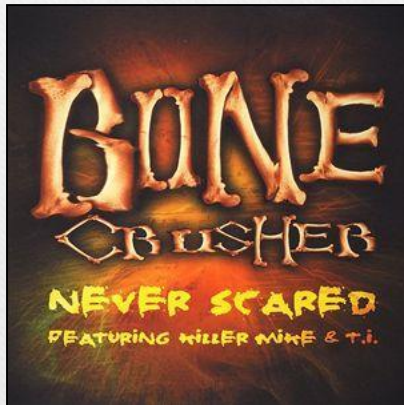


Technique

- Only pump hand 1-3 times
- Shake from your elbow, not your shoulder or wrist



Handshake Styles



Vise Grip



- Most common and widely accepted
- Do not use too strong of a grip, this will leave a bad first impression



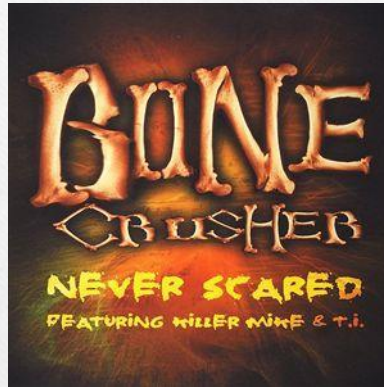
Cold Fish



- Person lets hand dangle there like a cold fish
- People find this annoying



Bone Crusher



- Too much confidence → wants to dominate
- Plus... it hurts!



Water Pump



- Exceeds acceptable number of pumps
- And... they usually hold onto your hand when done



Remember

- People believe that your frame of mind is communicated through your handshake.
- Don't appear weak or domineering

