

4-H CAREER EDUCATION ACTIVITY

The Perfect Business Handshake

About This Activity

Age:

13 and up

Objectives:

Participants will:

- Learn there are different types of handshakes.
- Understand the importance of a business handshake.
- Learn how to give a perfect business handshake.

Learning and Life Skills:

- Exhibiting confidence when participating in a business handshake

Michigan Curriculum Framework:

The following Michigan benchmarks are addressed in this curriculum. More information can be found at http://www.michigan.gov/documents/MichiganCurriculumFramework_8172_7.pdf

- Thinks analytically and creatively about important themes, concepts and ideas
- Able to construct new knowledge for themselves through research, reading and discussion

What You Will Need

Materials:

- “The Perfect Business Handshake” handout
- Two leaders are needed if the relay competition method is used.

Time:

10 to 30 minutes

Setting:

An area to lecture and an open area for running

Procedure:

Before the meeting:

1. Review the background information and activity directions.
2. Be sure to understand the correct way to do the “perfect business handshake” as you will be the judge during the activity.
3. Review and photocopy the Perfect Business Handshake handout.

During the meeting:

1. Introduce youth to the perfect business handshake and the importance of a good business handshake during an interview.
2. Distribute the handout to youth and review it with them.
3. Review what a poor business handshake looks like. Use these examples:
 - Sloppy handshake: This is characterized by shaking hands loosely and with no confidence.
 - Hardly touching: This is more like shaking air than shaking a hand.
 - The crusher or bring-them-to-their-knees handshake: This is an aggressive and hard handshake.
4. Have them practice with each other. You can walk around, answer questions and make sure they all have the steps down. Tell them to pretend they are in an interview situation and introduce themselves and shake hands.
5. Add fun to the activity by playing a relay game.
 - a. Have the youth line up in two rows, one behind the other with one leader facing each line about 25 feet away.
 - b. Have each person run (or walk fast) down to their leader, shake hands and introduce themselves to you. Since you are the leader (and the expert) with the business handshake, you are the judge on each business handshake. If every step is correct in the business handshake they are

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- able to go back to their line and let the next person in line begin their part of the relay. If they do not do something correctly you can tell them what they did wrong and ask them to try again until they get it correctly.
- c. The first team to have all their players use the perfect business handshake correctly wins a prize.

Try This, Too:

If used at the first club meeting, it can be a getting-acquainted activity. Split the youth into two groups. Begin with one group sitting or standing in a circle facing toward the outside. Then have the other group sit or stand in a circle around the first group facing inside (so the two circles are facing each other). Give the youth 2 to 4 minutes to get to know each other then have the outer circle move one chair or person over and do this again. Instruct them to give a business handshake while introducing themselves to each other. You can mix the groups up as much as needed so everyone gets a chance to get to know the rest of the group.

Talking It Over:

- Were you uncomfortable with this activity at first? If so, why?
- Why is it important to know how to do a proper business handshake?

Online Resources:

Gates, J. (2004). *The power of a strong handshake*. Retrieved August 30, 2006, from Free-Resume-Help.com
<http://www.free-resume-help.com/handshake-interview.html>

Lorenz, K. (2004, Oct 1). *The secret to a perfect handshake*. Retrieved August 30, 2006, from CNN.com
<http://www.cnn.com/2004/US/Careers/10/01/perfect.handshake/index.html>

Wood, P. (2005). *The secret of the perfect handshake*. Retrieved August 30, 2006, from pattiwood.net
<http://www.pattiwood.net/article.asp?PageID=2490>

For More Information

To explore other Michigan 4-H Youth Development career development information, visit <http://4h.msue.msu.edu>. Click on the “Programs” tab then select “Careers.”