Understanding nonverbal communication and being able to control it can help leaders improve interactions and get their message across. Here are some elements of nonverbal communication to keep in mind:

**Facial expression**
Recognize how you’re feeling and how those feelings affect your facial expressions.

**Distance**
How far apart you stand from somebody should reflect the level of your relationship. Standing too close can make a person uncomfortable, especially if you don’t know them very well.

**Posture**
Having an open posture can convey interest and readiness to listen. Face the person you are speaking to, keep your hands apart, and lean in instead of away.

**Eye contact**
Too little or too much eye contact can make the person you’re interacting with uncomfortable. A steady gaze can help put the person at ease.

**Hands**
Keeping your hands apart can contribute to an open posture. Crossed arms can contribute to a closed posture, which can imply a lack of comfort, a lack of interest, or disagreement or defensiveness.

**Tone of voice**
Keep your voice at an even level. Pay attention to how quickly you talk and where you put an emphasis on words. These things can be helpful for conveying appropriate authority.