

# THE BUSINESS HANDSHAKE



## **Begin With an Oral Introduction of Yourself**

Before extending your hand, introduce yourself. Extending your hand should be part of a business introduction, not a replacement for using your voice. Extending your hand without a voice greeting may make you appear nervous or overly aggressive.

## **Avoid Offering a “Fish Hand”**

A limp hand is never a good idea when it comes to a business handshake. Do return the grip, but do not get into a power struggle, even if the other person squeezes too hard.

## **One Is Better Than Two**

Avoid the urge to handshake with two hands. It is always better to use only one hand – your right hand. The use of two hands with strangers is seen as intrusive, and too personal.

## **Pump Your Hand Only 2-3 Times**

A business handshake should be brief and to the point. Consider a handshake a short “sound bite” greeting, not a lengthy engagement. Holding on for more than three or four seconds can make other people feel uncomfortable.

## **Shaking a Sweaty Hand**

If you shake hands with someone who has sweaty palms, do not immediately wipe your hands on your clothing, handkerchief, or tissue. This will further embarrass the other person, who is probably already aware they have sweaty hands. You can discretely wipe them on something after you are out of sight, and wash them later.

## **Do Not Use a Forceful Grip**

A handshake should be a friendly or respectful gesture, not a show of physical strength. An uncomfortable handshake is never a pleasant experience for anyone. Imagine you are opening a door handle and use about the same level of grip in your handshake.

## **Ending a Handshake**

End the handshake after 3-4 seconds or 2-3 pumps. In order to avoid creating an awkward moment, your shake should end before the oral introduction exchange does. Without conversation taking place during the entire handshake, it becomes too intimate and can feel more like hand holding.