



How to Contribute Confidently in Meetings

MASTERCLASS WORKBOOK

The Assistant Room Members

Exercise 1

Developing a solid foundation is the key to delivering, presenting or contributing towards any communication with confidence. You should already know the value that you bring to the table and the power you have as a Business Support Professional but it's useful to remind yourself of your 'Power Trio' - IMPACT. VALUE. GROWTH.

Complete the below sentences to develop your 'Power Trio' and establish your individual foundation...

My IMPACT is:

My VALUE is:

My GROWTH
has been :

TIP: Keep a copy of your 'Power Trio' at the front of your notepad, on sticky notes attached to your screen or anywhere else which is easy to access for continued reference.

Exercise 2

Creating a positive self image is crucial to growing your confidence. No one will believe in you unless you believe in yourself so let's start manifesting and creating a confident version of you.

Imagine a perfect visual reference of what your future confidence would be like. What would it look like? What would it be based on? What elements from your previous experience would you say are the biggest influence on your confidence?

My future confident self is...

Exercise 3

The way you communicate is extremely important, you can ultimately trick people into believing that you are confident even if you don't feel it through your communication style.

Think about the following...

- How you would communicate an idea, or suggestion in a meeting?
- Are you using phrases like 'I think' or 'maybe', or even apologising for it?
- What would you need to do to show confidence in your words and presenting style?
- Practice the speed at which you speak, and don't be afraid to pause and take your time, there is no need to rush.

DEALING WITH NERVES WHICH MAY IMPACT YOUR CONFIDENCE

- Preparation and practice are the best medicine!
- Become familiar with the location of the meeting i.e. is it in the board room? Is it an online meeting? Is it in a conference venue?
- Try imagining the room and giving your contribution in a successful way, playing it over and over in your mind's eye. This will help you feel confident and in control.
- Use positive thoughts.
- Anticipate what might go wrong and prepare ahead, i.e. a glass of water in case your mouth goes dry.
- Take a deep breath, inhaling through the nose and exhaling through your mouth to relieve tension – no one can see you do it!



NOTES



**Congratulations you made
it to the end of your
masterclass workbook.**

**Good luck in continuing
your journey to contribute
confidently in meetings, you
can do it!**