

# Strengthening the confidence to speak



## Checklist

We listen carefully to people who speak authentically and with a high degree of confidence. In our checklist you'll find useful tools which help you to strengthen your self-confidence, the confidence to speak and your authenticity. Start by building up on your strengths and formulate *your* message in a way that is appropriate to your audience. Also think about your personal beliefs and feelings. In addition, there are things you can do immediately before or during your talk, afterwards and in daily life to increase your self-confidence and the confidence to speak.

### *Before your talk:*

- ↪ Which strengths help you to talk about your topic?
- ↪ Where and when did you acquire / apply these skills?
- ↪ What is your idea?
- ↪ Why is it important for you? (beliefs, experiences) <sup>1</sup>
- ↪ What is a concrete example for your idea? (observation, experiences)
- ↪ What is a good illustration?
- ↪ Do a technic check
- ↪ Rehearse the content
- ↪ Decide: • 80% is fine • Aim for 100%
- ↪ Who will hear it and what do they expect?

### *Immediately before / during your talk:*

- ↪ Visualize your successful talk (mental training)
- ↪ Raise arms and lean back <sup>2</sup>
- ↪ Take a deep breath and warm up your voice <sup>3</sup>

### *After your talk:*

- ↪ Ask for feedback
- ↪ Do not take critics personally, find a specific change or goal
- ↪ Celebrate and find positive emotions you can associate with the situation

### *In daily life:*

- ↪ Write a journal (find a fixed time every day and write down achievements, your skills, goals, and maybe things you want to change)
- ↪ Give and accept compliments

### Resources

<sup>1</sup> see [TED-talk "Power of vulnerability" by Brown](#)

<sup>2</sup> Tested power posing examples s. Weineck et al. 2019, DOI: [10.1371/journal.pone.0211453](https://doi.org/10.1371/journal.pone.0211453)

<sup>3</sup> Free resources for breath relaxation s. e. g. [freemindfulness.org](https://freemindfulness.org)

