

Techniques to Improve Your
Confidence When Speaking

ENABLE



Welcome!

Your facilitator for today is



Group Activity

When do people lack confidence in the workplace?

- Create a spider diagram as a group about the scenarios people often lack confidence in

Aims of the Session

1. Identify reasons for lack of confidence
2. Recognise signs of a lack of confidence
3. Identify traits of confident people
4. Practise some techniques to increase confidence

What Happens When we Lack Confidence?

Sometimes our stress response (flight, fight or freeze) kicks in

This is pushing us to the edge of our comfort zone and beyond

Watch this [video](#) to find out more



What Happens When we Lack Confidence?

It's important to remember that most of these responses can't be seen by others

They won't be able to tell you are nervous

You are still in control





Can you think of a time your FFF response was triggered when there was no real danger?



Questionnaire

Fill in the questionnaire

Give each item a score out of 5 to show whether it is something you feel or do when you lack confidence

5 means it happens frequently

1 means it never happens



What Causes a Lack of Confidence?

Look back at your original spider diagram

Consider what **causes** people to lack confidence in those situations

Create a new list as a group



Visualisation

- Visualisation is a technique where you picture what you want to achieve and really create a mental image of it. Some people use a phrase or a physical reminder.

Did you know that many famous people use visualisation to help them feel confident?

Read about some of them [here](#).

As If Modelling

Think of someone you feel is very confident when they speak

You'll notice they have an air of authority when they speak and drive conversations forward

It might be a famous person, a friend/family member or work colleague or a fictional character

Here are some ideas:

- President Obama
- Tony Robbins
- Daenerys Targaryen
- James Bond
- Oprah Winfrey

Really try to imagine the person and see and hear them speak



As If Modelling

Take your three Post-It Notes and make notes on the following:

The way
they look

The way
they speak

What they
say

You might want to look at a video of them speaking



As If Modelling

Did you notice anything in common between all those people?

Horizoning

A visualisation technique

Picture a horizon



Horizoning

Imagine placing the following people on your horizon image

- A teacher from school
- A manager you have had
- A colleague
- Your best friend
- A parent/guardian
- Someone you spoke to yesterday
- Someone you don't like

People who you look up to will naturally go above the horizon

People you feel you are superior to go below the horizon



Horizoning

Keep them all on the image

Now imagine them all moving up or down so they all sit on the horizon line

They are all now your equals



Horizoning

Next time you are going into a situation that you know you will feel nervous in, imagine each of the people you will be speaking to on the horizon

Visualise them moving to sit on top of the line

They are now equal to you



High Confidence Emotional State

Another visualisation technique.

Think of a time you felt very confident about something.

Try to remember every detail of that time. See it through your own eyes. Remember what you heard, smelt and importantly how you felt.

Sit quietly for a few minutes and remember that time.

When you are experiencing those confident feelings, squeeze your index finger and thumb together to anchor the feeling.

Repeat this action any time you want to feel confident.



TOP TIPS FOR CONFIDENCE



If you get a dry mouth when you speak,
bite the tip of your tongue to stimulate
moisture

Work your facial muscles before your
speak

You can do this by saying/ mouthing
'Betty Babcock'!

Make eye contact with the person you
are speaking to



Use confident posture

- Standing up straight
- Shoulders back
- Hands by the side or gesturing



If speaking to an audience, imagine them
all doing a silly pose or wearing
costumes



Take five deep breaths



Smile or laugh!



Picture the result you want

- People to agree with you
- A round of applause
- Acknowledgement of your idea

Really picture it in your mind. Hear what people might say. See their actions.

Did We Achieve Our Aims?

1. Identify reasons for lack of confidence
2. Recognise signs of a lack of confidence
3. Identify traits of confident people
4. Practise some techniques to increase confidence





What's one thing
you will take away
from this session?

Thank you!

