

CareerAdvisor

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Tip sheet

Communicating with confidence



Why is this important?

Confidence is essential to leadership and is an important component to career advancement. Confident people are more likely to volunteer for opportunities, take risks, learn from each interaction, and fulfill their potential.



Think about it

Confidence is a combination of verbal and nonverbal behaviors. By acting confident, you can influence how others perceive you, and you can change how you feel about yourself.



What does it look like?

It's verbal

What you say and how you say it goes a long way in building or detracting from your ability to project confidence. Be mindful of your pitch, pace and projection.

It's visual

Look the part and remember the basics of presence. Maintain eye contact. Use appropriate facial expressions and gestures to convey emotion, make a point, and build a connection with your audience. Remain poised. It's okay to admit you don't know something.

It's visceral

Your overall demeanor will leave a lasting impression on those who are meeting you for the first time. Make your first impression count.

It's variable

Preparation and practice will help boost your confidence and leave a positive impression on those around you.

“Confidence comes not from always being right, but from not fearing to be wrong.”

—Peter T. McIntyre



Take action

When planning for a meeting, think about:

- What is the message I want to convey?
- What is my point of view on the subject matter we're discussing?
- How will I contribute to the conversation?
- What impression will I make?
- Who can help me prepare and practice?