



# Fearless.

“Every day is a stage!”

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# Today's Agenda



- **Mindset & Managing Nerves**
- **Presenting Techniques**
- **Gravitas and Speaking with Authority**
- **Structure & Content**
- **Digital Body Language**

# Mindset and Managing Nerves

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# Managing nerves

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- Exercise lightly
- Belly breathe – 7/11 (3/5)
- Greet your anxiety
- Focus on helping your audience as if they were your friends
- “Speechversation”



**The audience only notices approx. 20% of whatever nerves you're feeling in your body.**



# Strategies for building confidence

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# #1. Positive Self-Talk



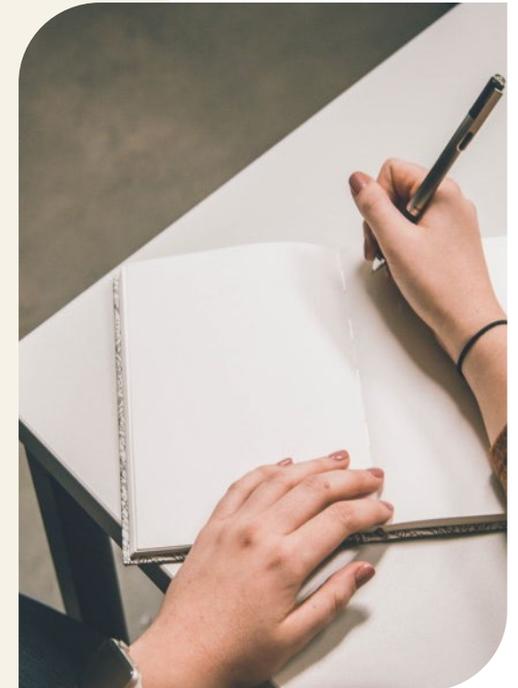
# Celebrate your micro-wins

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**Get into the habit of noticing what you do well!**

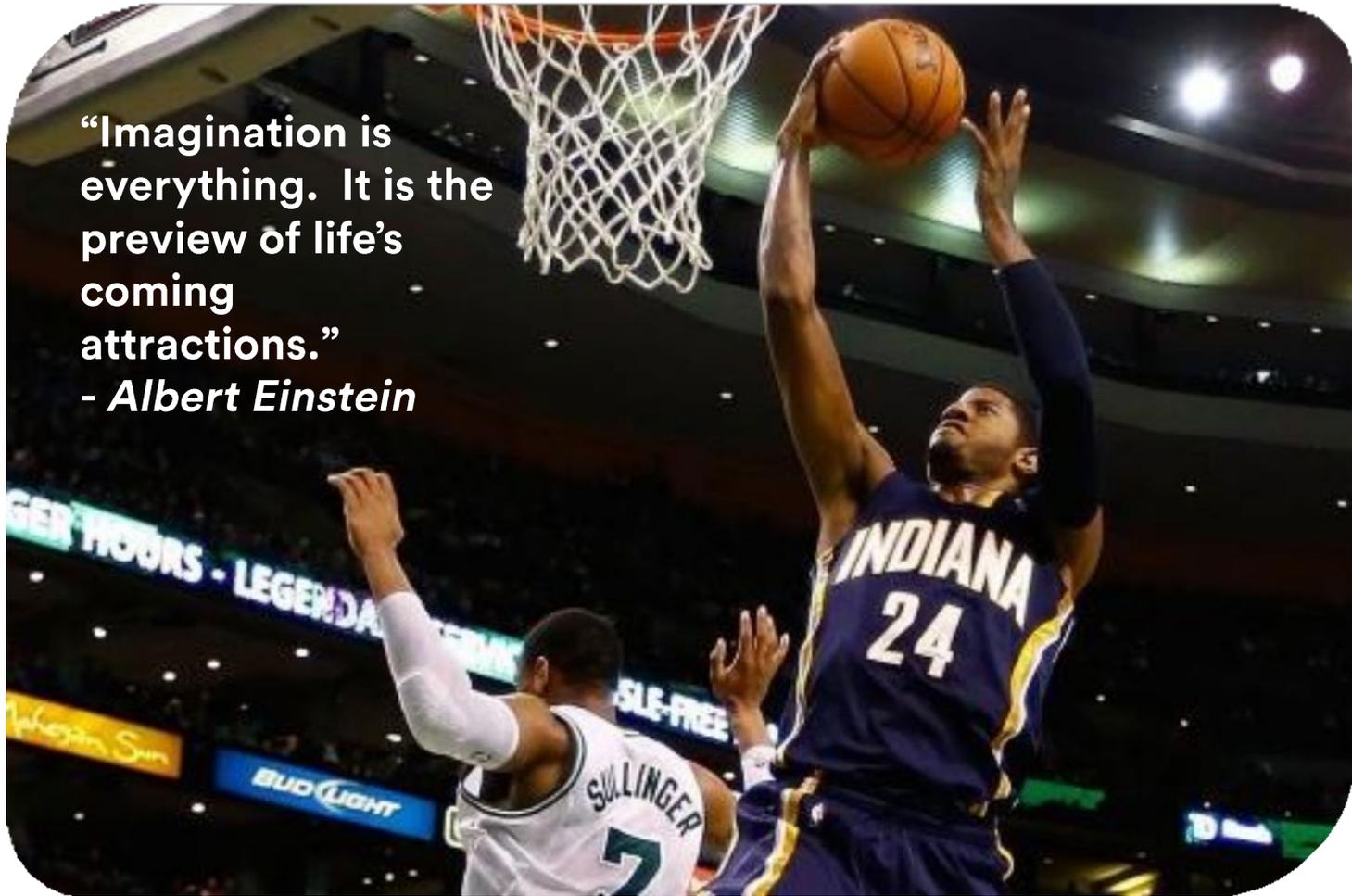
**When you get back to your desk, can you share 3 micro-wins from the last 48 hours and encourage your team to do the same?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

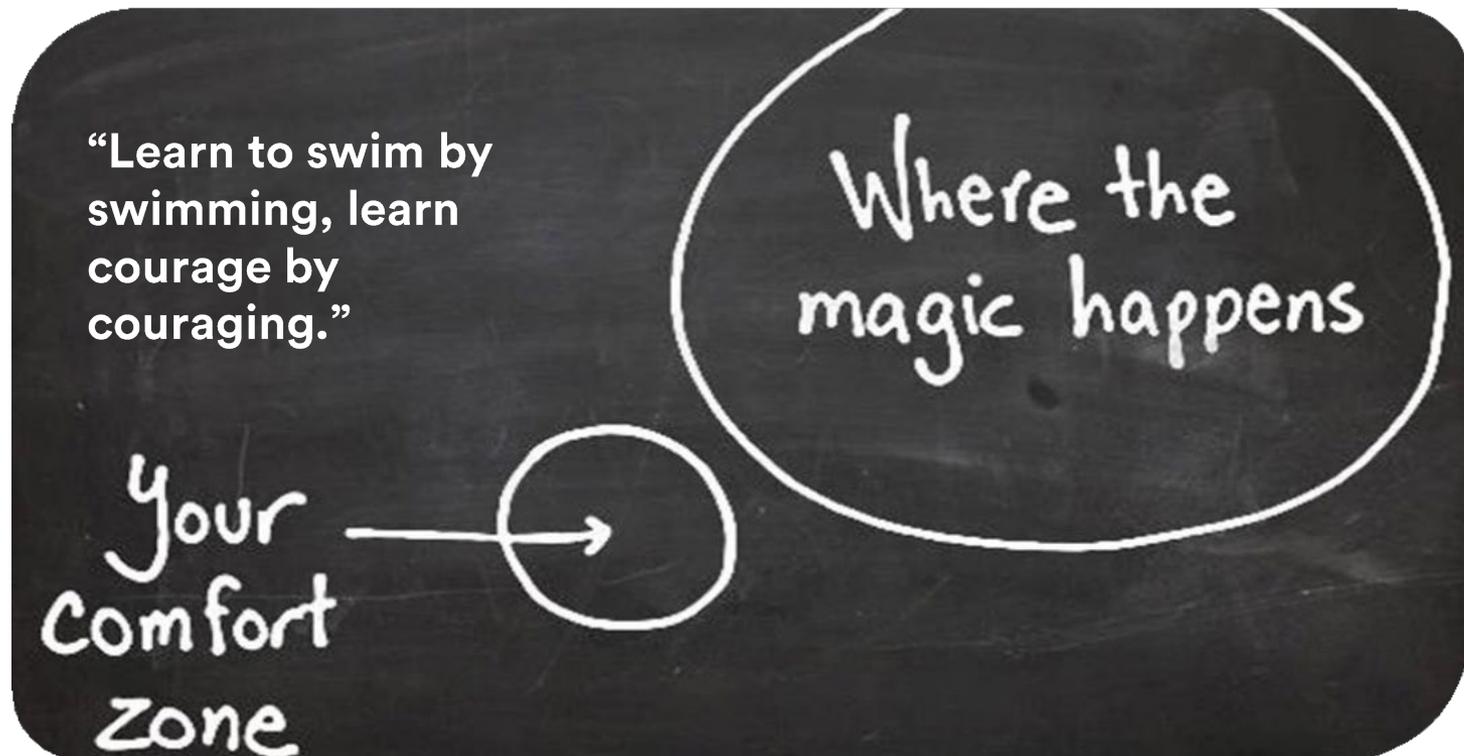


## #2. Mindset shortcut: visualisation

“Imagination is everything. It is the preview of life’s coming attractions.”  
- *Albert Einstein*



# #3. Continuously expand your comfort zone



What would you score yourself out of 10 for risk-taking?

## #4. Develop a growth mindset



... don't be perfectionist

# #5. Use your body to trick your mind into feeling confident

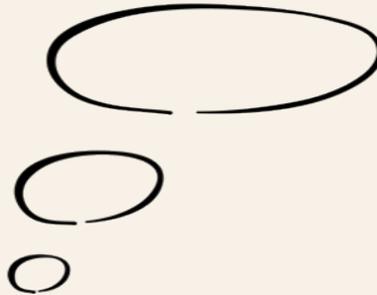


 Fearless.

Power posing TED talk (Amy Cuddy, 2010)

# Attitude of self-acceptance

**“In this presentation I might sweat, blush, shake and appear nervous. I might forget what I’m saying. And if I do these things, then it’s OK, because this one presentation doesn’t define me – there will be more.”**



# Presenting techniques

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# Body language

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- Power pose
- Half smile as default
- Eye contact – distribute evenly



**OWN THE  
SPACE**



# **Voice**

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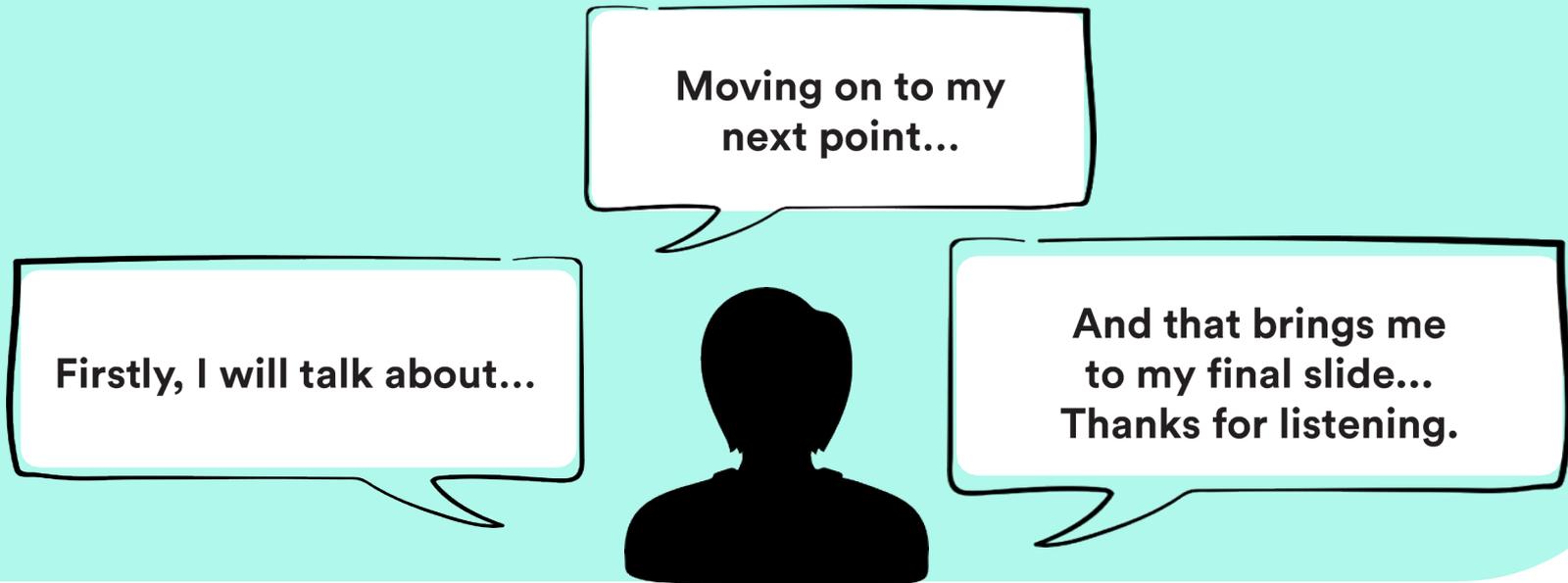
- **Musicality**
- **Volume / articulation**
- **Pace = 20% slower**
- **Pausing - to control filler words like 'um'**



# Sign-posting to add structure



- Open and close nicely
- Segue from one point to the next using transition words



# Gravitas and speaking with authority

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# What is Gravitas?

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- Authority
- Presence
- ‘Importance of manner’
- Leadership
- Confidence and Credibility
- Ability to command a room
- Results in respect and trust

“Actively managing the impact you make, by consciously using gravitas, will enhance your reputation, make you influential and help you be more charismatic”

Gravitas – are you cat or dog?





# Gravitas

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- Slow and low
- Talk less & don't fill silences
- Avoid filler words & idiosyncratic phrases
- Avoid upward inflection
- Don't over-apologise

**“Show people what authority is your due.”**



# Take responsibility for how your message is received



The meaning of a communication is  
the result you get.

— *Richard Bandler* —

AZ QUOTES

# Language: authoritative or weak?

Hi Jane, really sorry to bother you. Is there any chance we could possibly have a chat about what I am supposed to be doing for this project at some point, if that's ok?

Hi Jane. I'd be grateful if we could talk about the project I am managing so that I'm clear on my responsibilities. Is there a time that's convenient for us to have a 1:1?



- ⑥ **Prioritise your audience**
- ⑥ **Know and understand the needs of your audience**
- ⑥ **Think & prepare from their perspective**

- ✓ **Main Point Communication**
  - ✓ **Succinct and focussed**
  - ✓ **Ground Rules**

# Handling Difficult Questions



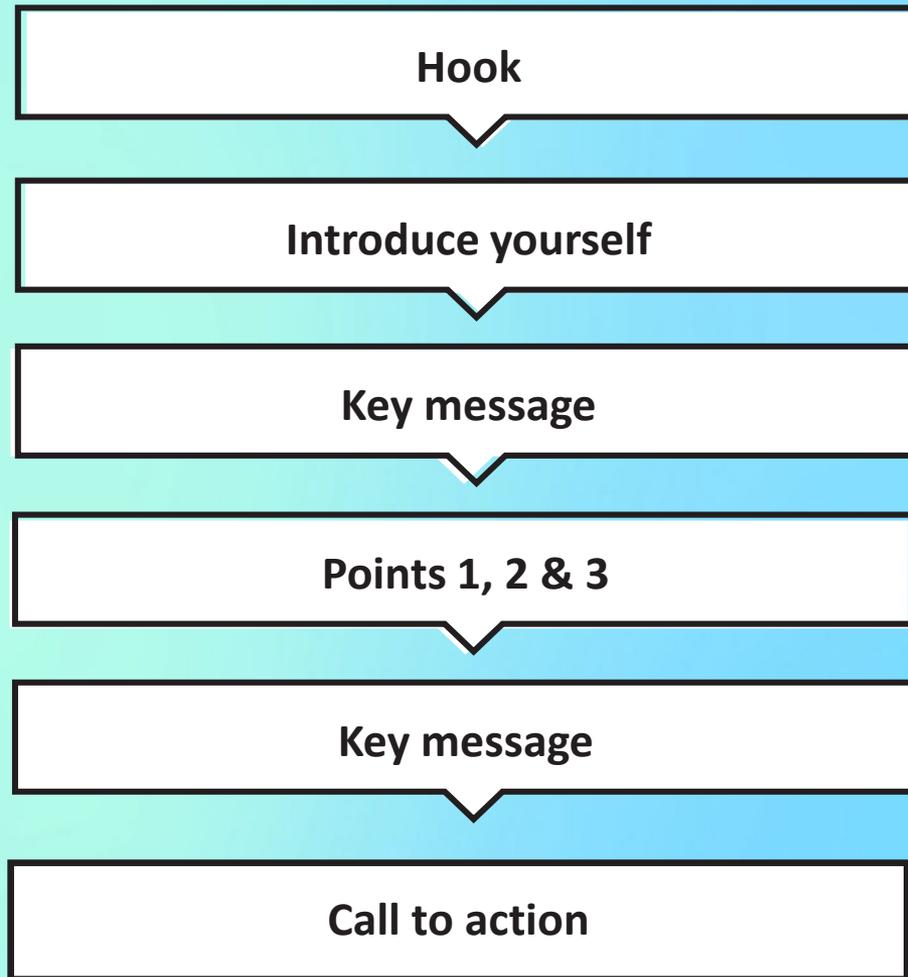
- **Be prepared – map out key messages & rehearse answers**
- **Buy time – paraphrase the question, slow pace, pause**
- **Honesty matters – don't lie, say what you *can* do**
  - “We're still working on this challenge, here's how we're handling it...”*
  - “I don't know, but I can find out. I'll follow up with you later ...”*
- **Involve your audience**
  - “Can anyone here shed any light on this?”*
- **Project confidence and remain calm - avoid being apologetic or defensive**

# Structure & Content

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# Presentation structure



Start & finish  
with your main  
message



# Analogies & Stories



# The 20:30:10 rule



A typical presentation will run for  
**20** minutes, with **10** PowerPoint slides, and a font size of  
**30**pts

# How to use notes

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- Use small cue cards
- Write bullet points and talk around each point
- Don't read and talk at the same time!



# Digital Body Language

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Studies show that 50% of the time the 'tone' of our emails is misinterpreted

70% of all communication among teams is virtual

“Phone Phobia”

Emails

Response  
time

Exclamation  
marks!

Meeting  
Invitations

Appropriate  
channel

Emojis



What Does Your  
Digital Body  
Language Say?

# Summary: Every day is a stage!

- Take responsibility for how you communicate impactfully
- Expand your comfort zone to build confidence
- Remember body language, pace & structure
- Put your audience first



# What are you going to do?





# Good Luck!



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