



Communicating with Confidence

A Quiet the Hive Career Confidence Worksheet



This is a Career Confidence worksheet, designed to accompany the Communicating with Confidence Session.

In the session, we talk about what you say, how you say it and what you don't say. This worksheet gives you the prompts and space to plan your next steps around this to take your thinking deeper.

This worksheet takes the style of journalling questions, so grab some quiet time, a cuppa (or something else that will bring you joy!) and a pen or pencil and let your mind wander. Sometimes its the not 'overthinking' it that can lead to the interesting insights.

You might want to copy your answers to the last questions onto a post it, or into a diary or notepad where you will see it regularly as a reminder.

Let me know how you get on,

Jane x



COMMUNICATING WITH CONFIDENCE

JOURNALLING QUESTIONS

Where do I nail my communication style? Why? What makes me feel confident about it? How do I know I'm nailing it?

1

Where or when do I feel my communication style lets me down? Is it around particular people? At particular times of the day? Of the month? Is it in particular places or situations?

2



Which well known people do I admire when it comes to communicating? How about people that I know in 'real life'? Why do you like their communication style?

3

What traits do I have in common with them? Where do I differ?

4



How will I get feedback on my communication style in the areas that concern me? How will I set up opportunities to practice?

5

Where are some 'safe spaces' that I can begin to practice hints, tips and new styles of communication?

6



Tiny Tweaks.

Here are three things I am going to try:

- 1
- 2
- 3

Here is when I'm going to try them:

- 1
- 2
- 3

Here is how I will remember to do them:

- 1
- 2
- 3

Here is my reminder of why communicating with confidence matters to me:

- 1
- 2
- 3



YOU'VE JUST COMPLETED A QUIET THE HIVE CAREER CONFIDENCE WORKSHEET

Designed to get you results



Resources

Books

- Quiet the Hive Blog Post – <https://quietthehive.com/communicating-with-power/>
- How to Own the Room: Women and the Art of Speaking Brilliantly – Viv Groskop
- Playing Big – Tara Mohr (Chapter Eight)
- Lean In – Sheryl Sandberg (Chapter Six)
- Crucial Conversations: Tools for Talking When Stakes are High – Kerry Patterson
- Brain-Savvy Women – Jan Hills and Francesca Hills (Chapter Four)
- How Women Rise – Sally Helgesen and Marshall Goldsmith (Habit Nine)
- Gravitas: Communicate with Confidence, Influence and Authority – Caroline Goyder
- Time to Think – Nancy Kline

Podcast

- Quiet the Hive - [Communicate with Confidence](#)
- Squiggly Careers:
 - [How to be a brilliant communicator](#)
 - [How to increase your visibility at work](#)
- Viv Groskop - [How to Own the Room](#)
- Speak Up! - [How to communicate in meetings](#)

Videos

- Amy Cuddy - Ted Talk - Your Body Language May Shape Who You Are
- Michelle Obama - "We go High" speech - 2016 Democratic National Convention
- Opera Winfrey - Golden Globes 2018 Lifetime Achievement speech
- Susan Cain - TED Talk - The Power of Introverts

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