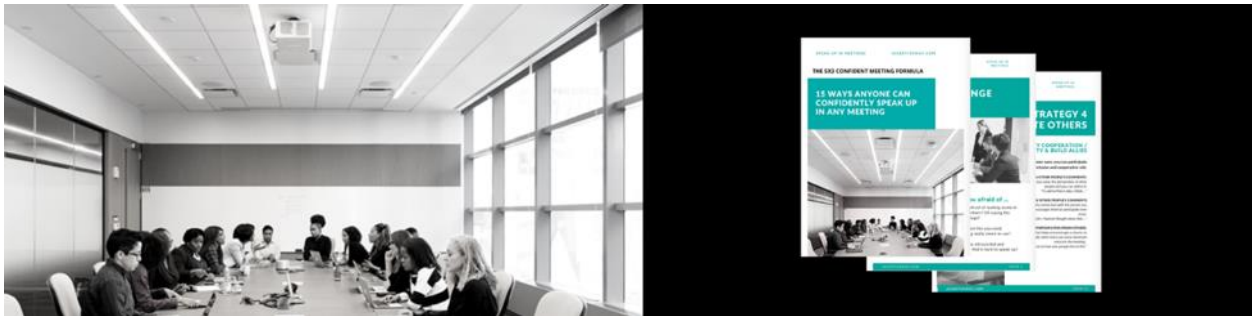


# WORKBOOK

## CONFIDENTLY ENGAGE IN MEETINGS



I commend you for your determination to make your meeting participation more valuable, interesting, and meaningful! Congrats! You are already ahead of the curve!

If you are in a meeting, you may as well make it worth your time by engaging, creating value, and contributing more. It will open invaluable opportunities.

I know it takes courage and skill.

This workbook is designed to help you build that clarity, courage, and skill to tackle your meetings with confidence through self-awareness.

Get the [Meetings eGuide by clicking here.](#)

You can also [watch the accompanying videos by clicking here.](#)

Let's get started!

***“Speak your mind even if your voice shakes.” – Maggie Khun***

**Do you proactively speak in meetings:**

- That have more than 2 participants?
- That have more than 5 participants?
- When you don't feel fully prepared?
- That are unfamiliar to you (where you don't know the people, topic, and culture well)?
- Where most participants are more senior than you?

What does that tell you?

Comments

**Do you intend to engage more in meetings?**

- Yes.
- No.
- Depends.
- I haven't decided yet.

Comments

**Why do you want to engage more in meetings?**

- To improve my personal brand and reputation.
- To be seen as a leader so that I can more easily be promoted.
- To have more visibility within the organization.
- To build my confidence.
- To contribute in a more meaningful way.
- To not be bored and in my head.
- To be more engaged and motivated.
- To be invited to important decision-making meetings.
- To influence important decisions.
- To promote my ideas.
- Other.

Comments

**Which of the following do you want to use more in your future meetings?**

- Speak first or early on (ideally in the first 5 min of discussion).
- Be more visible to others in the room (in virtual meetings that means to keep camera on, have quality lighting, and look at camera when speaking).
- In virtual meetings, follow the pre-determined rules when starting to speak, like raising your virtual hand, raising your hand visually, unmuting and starting to speak.
- Don't wait for complete silence to speak, give yourself permission to interrupt politely (if that is within the cultural norms).
- Speak a little louder when starting to speak.
- Speak with your body language when starting to speak: lean in slightly, make eye contact, make your hands visible.
- Rewind the conversation to make a meaningful comment if needed.
- Notify your intent to participate to the meeting host in advance so they can open the floor up for you.
- Other.

Comments

**Which of the 4 speaking strategies do you use the most?**

- Focus on process.
- Be curious.
- Share perspective.
- Activate others.

Comments

**Which of the 4 speaking strategies do you want to use more of?**

- Focus on process – To convey authority and organization.
- Be curious – To convey being smart and thorough.
- Share perspective – To convey expertise and presence.
- Activate others – To convey likability and build allies.

Comments

**How do you want to contribute and bring more value to meetings?**

- Conduct the meeting flow and manage more meetings.
- Highlight challenges or the key problem we are working to solve.
- Summarize key points discussed so that we can move along.
- Ask open-ended thoughtful questions.
- Probe further to gain more insight or clarify what other people say.
- Paraphrase what others said to make sure everyone is aligned.
- Share my views and unique perspective on a topic.
- Disagree politely.
- Share relevant data, assessments, customer stories, and case studies to enhance discussion.
- Show my interest and engagement with a reaction to what others say.
- Build on what other people share with a bridge statement.
- Endorse what other people say when I think it is valuable.
- Encourage others to participate more.
- Other.

Comments

**What stories do I tell myself to justify why I shouldn't speak in meetings?**

- Myth 1 – “I don't have anything valuable to say.”
- Myth 2 – “I'm new and don't feel confident enough in my knowledge.”
- Myth 3 – “I'm more junior and I should always defer to those who have more experience or are older.”
- Myth 4 – “It's not humble or modest to speak a lot in meetings.”
- Myth 5 – “I might say something stupid and they will judge me.”
- Other.

Comments

**How will you handle overthinking and stopping the parallel meeting that happens in your head during the meeting, so that you can focus and be present in the meeting that you are in?**

- Top strategy: speak at the start of the meeting (in the first 5 mins after discussion starts).

Comments

If you are a woman and have a hard time being heard in male-dominated meetings, what strategies will you use?

- Build one-on-one connections before the meeting.
- Ask questions to lead the way to my perspective.
- Build on what others say instead of opposing them, “and” rather than “but”.
- Rephrase and complement what they say.
- Restate the problem before sharing the solution.
- Other.

Comments