

# CONFIDENCE BUILDING

---

Professional ( Confidence at workplace )

# How to build confidence at workplace ?

---

- **1. Push yourself out of your comfort zone.**
- Volunteer for a project that will help you build new skills. Apply for a job that feels like a stretch but matches your interests. Sign up to present or speak at an event and tackle your fear of public speaking head-on.

- 
- **2. Visualize what you want as a first step to meeting a new challenge.**
  - For example, see yourself in the role you want to achieve. Golfers are routinely advised to picture where the ball should travel as part of their swing. By imagining yourself in the job you want, you can create that vision for those around you, too. Give yourself a head start by getting into character. Want to take an executive role? Be sure to dress, talk, and act like an executive.

---

- **3. Assess your competencies.**

- Write down all of the skills you bring to the table right now. Don't forget to include broader talents that can help your organization succeed -- now and in the future.

---

- **4. Create your own environment.**

- Instead of moving on when a workplace doesn't meet your needs, reshape it through your actions. Work with your team in a way that feels true and honest, sharing your competencies with complete confidence. In doing so, you will brand yourself within your organization and begin to attract people with similar values to your team. As your team expands to include more people with your mindset, your environment will evolve to one where you want to work.

- 
- **5. Have others instill confidence in you.**
  - People who are able to cut through bureaucracy and make decisions quickly are rewarded for having the confidence to get the job done. According to a study from Knowledge@Wharton and SAP, 62 percent of business leaders say they are overburdened with complicated process and this inhibits productivity and performance. Raise your hand to tackle a few of these projects. Once your peers recognize that you are a problem solver, they will instill confidence within you. Having others reinforce this belief will help you realize your potential.

---

- **6. Fake it 'til you make it.**

- When my children were small, I often read them *Winnie the Pooh*. In the story, Christopher Robin tells Winnie, “You're braver than you believe, and stronger than you seem, and smarter than you think.” In much the same spirit, you are more competent than you know. So act like you know it all! Adopting that mindset will help you take more risks and overcome any fear of failure.

- 
- **7. Be the change you wish to see.**
  - Once you've taken steps to build your own confidence, don't forget to give someone else a hand up. Through peer coaching, you can partner with others to create a positive change.

# Presentation skills

---

**Examples of Bad Presentation**