

Present Yourself

Application Packet



Climb One: Lead Self



Present

Present Yourself

Action Assignment



Presenting yourself includes all of the ways that you communicate to others. Your presence, your personal appearance, and the words you use, both spoken and written, are all part of how you present yourself.

A study conducted at UCLA states that there are three components to a message.

7% **VERBAL.** The actual words that you use make up 7% of the message.

38% **VOCAL.** The way in which you say them, such as tone, volume and enthusiasm make up 38% of the message.

55% **VISUAL.** What others see, such as body language, facial expression and eye contact make up 55% of the message.

This action assignment will help you assess your own personal presence and improve your skills at both presenting and communicating.

Let's get started on this action assignment!



Assess

Assess How Well You Present Yourself part 1

Take a moment to assess how you present yourself as a leader. Identify at least one strength and one improvement goal for each of the three areas that have been covered in this module. They are **Personal Presence, Presentation Skills, and Written Communication Skills**

1. Consider how each of the three key areas covered in this module (Personal Presence, Presentation Skills, and Written Communication Skills) relates to you in your role as a leader.
2. Use the checklist on the following page to assess what you are doing well and what you could do better in each of the three areas.
3. Write an improvement goal for each of the three areas. Make sure the goals are Specific, Measurable, Attainable, Relevant, and Time bound. (SMART).
4. When you are finished, keep the checklist for your reference. You may want to discuss the checklist with your coach.



How organized am I as a leader?

Assess

Present Yourself

Checklist

How well do I present myself as a leader?

Personal Presence

- What have I learned from my associates and coach regarding my presence as a leader?
- Do I know how my values and my strengths contribute to my presence?
- How does my appearance influence my presence as a leader?
- What kind of an impact does my self-talk have on my presence?

STRENGTH

What am I doing well? What is one strength that I have in each area?

IMPROVEMENT GOAL

What could I do better? What is one improvement goal that I will set for each area?

Presentation Skills

- What kinds of presentations am I called on to give?
- What kind of feedback have I received?
- How well do I know my audience?
- How well do I prepare and practice?
- Where do I feel the most passion?
- Where do I feel the most pressure, fear, or discomfort?

STRENGTH

What am I doing well? What is one strength that I have in each area?

IMPROVEMENT GOAL

What could I do better? What is one improvement goal that I will set for each area?

Communication Skills

- What kinds of written communication do I find myself doing most often?
- Is my written communication effective? How do I know?
- What kinds of problems, if any, have I experienced because of my written communication?
- What kind of feedback have I received on my written communication?

STRENGTH

What am I doing well? What is one strength that I have in each area?

IMPROVEMENT GOAL

What could I do better? What is one improvement goal that I will set for each area?

Presence

Personal Presence Challenge

part 2

Take a moment to identify one thing you can do to improve your presence as a leader. Use the worksheet on the attached page to plan how you will make the improvement.

Whether you know it or not, you are constantly communicating to others through your presence and appearance. Webster defines presence as “the ability to project a sense of ease, poise or self-assurance.”

So, are you projecting to others in a way that strengthens and enhances your role as a leader, widens your sphere of influence, and increases the respect that you earn from others?

In order to answer this question, take a look at yourself from the inside out. Start on the inside. That is where you will find your values, your passions, your beliefs about the world, and your beliefs about yourself. The inside is the core of what makes up your presence.

1. Use the worksheet on the following page to plan out how you will make the improvement.
2. Discuss the improvement plan with your coach or a trusted associate.
3. Then, go a do the planned improvement.



Am I projecting myself in a way that strengthens my credibility as a leader?

Presence Challenge

Worksheet

Personal Presence Challenge

Challenge Name:

Date:

Challenge

Key Outcomes

Specific Actions

Target Date

Specific Actions	Target Date

Presentation

part 3

Presentation Challenge

Prepare for, deliver, and evaluate an actual presentation. Through any challenge comes improvement. Try to be thorough in this challenge so your presentation skills improve.

One of the most significant ways to enhance your credibility as a leader is to develop your presentation skills. Whether presenting to one person, to a small group, or to a large group, your ability to deliver your message well is an essential part of Leading Self.

As with any skill, the way to improve is to practice. And yet, it can be easy to avoid practicing this important skill because of a lack of confidence and a reluctance to appear incompetent.

1. Identify an actual presentation that you will likely need to deliver in the near future.
2. Use the worksheet provided to prepare for that presentation.
3. Actually deliver the presentation.
4. Use the worksheet provided to help you evaluate the presentation. Do not be overly critical of yourself. Try to identify a few ways that you can improve.



What can I do to improve my presentation skills?

Presentation Challenge

Worksheet

Presentation Worksheet

What is the presentation opportunity?

Date:

Who is the TARGET AUDIENCE?

What is the OBJECTIVE of your presentation?

	What What are the main points?	How How can I best present the points?	Media What media will I use?
OPENING			
BODY			
CLOSE			

Evaluation

Presentation Evaluation

Checksheet

How well did my presentation go?

Preparation

What did I do well?

What can I do better next time?

Opening

What did I do well?

What can I do better next time?

Body

What did I do well?

What can I do better next time?

Close

What did I do well?

What can I do better next time?

Written

Written

Communication

Challenge

part 4

Prepare, send, and evaluate a written form of communication to one of your associates.

With written communication you are limited to the actual words that appear on the page. Therefore, the words need to be well chosen, appropriate to the situation, and crafted in such a way that they clearly convey your message and accurately reflect your role as a leader.

Here are a few ways to get better at written communication.

COMMIT. Make a commitment to continually improve the way you write. Make it a habit.

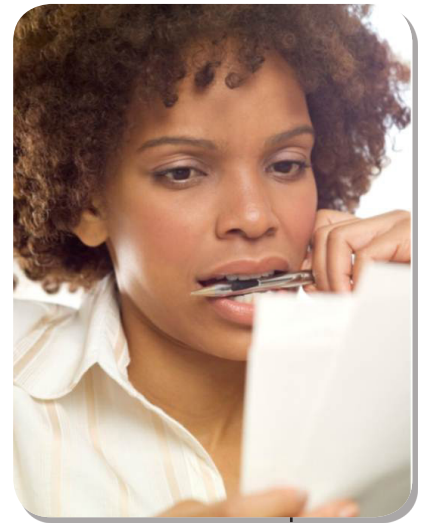
READ. Make an effort to read materials by good writers to improve your vocabulary, grammar, and overall writing ability.

WRITE. Find opportunities to write more.

LEARN. Learn from what you write. Get feedback. Take a professional writing class.

Use the worksheet on the following page as a guide to help you analyze and improve the way you manage your time.

1. Identify an actual message that you need to send in written form (letter, memo, email, etc.).
2. Craft the written message.
3. Send the message.
4. Evaluate the message by asking for feedback and monitoring the response you receive. Involve your coach.



What can I do to improve my written communication skills?

Written Communication Challenge

Worksheet

Written Communication Worksheet

What is the communication opportunity?

Date:

Who is the TARGET AUDIENCE?

What is the OBJECTIVE of the communication?

What
What are the main points? What words will I use?

OPENING

The opening should greet and engage the audience.

BODY

The body is the meat of the message.

Consider keeping the body to 3 main points.

Then provide supporting data as needed.

CLOSE

This is the summary and the call to action.

Written Communication Evaluation

Checksheets

How well was my written communication?

Preparation

What did I do well?

What can I do better next time?

Opening

What did I do well?

What can I do better next time?

Body

What did I do well?

What can I do better next time?

Close

What did I do well?

What can I do better next time?

Notes

My Notes and Ideas

A large, empty rectangular box with a thick gray border, intended for writing notes and ideas. A dashed line connects the top of the box to the title 'My Notes and Ideas'.

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