

# CONFIDENCE IN MEETINGS



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## PREPARATION IS KEY

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- What is your role? What is expected of you in the meeting?
- What information do you need in order to feel confident?
- What are you worried about? How can you mitigate this?
- What are the questions you can preempt?
- Who are your supporters around the table? What do you need from them? Do you need to meet with them in advance?
- Who do you need to be in that meeting? Set your intention and visualise yourself being there
- Practice what you are going to say. Doing it in a mirror is a great way to see yourself so you can practice saying it with confidence

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## IN THE MEETING

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- Dress for confidence
- Use your impactful introduction, in the appropriate way such as:
  - With new contacts - to introduce yourself in a way that gives credibility
  - With existing contacts - to explain your role in the meeting
  - To set the frame – to explain what you want to achieve / how you can contribute
  - To take ownership of the agenda
- Remember you don't have to have all the answers!
- Say I don't know with confidence, try:
  - I have the same question and we are looking into it. I'll find out and revert
  - What's your view?
  - I don't have enough information to answer that yet.
  - Good question, I am going to explore that as I think that will be really valuable
  - I don't have the data to hand but I will get back to you by xxx
  - Based on what we know what I can tell you is.....
  - I can't answer that now but when making those kind of decisions we usually consider...
  - That wasn't in the scope of what we researched/we certainly can widen the scope of our report to include that
  - I'd like to do some more research before I give you an answer on that. I'll discuss with my team and revert
  - Clarify – Could you tell me a bit more about your question?

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## AFTER THE MEETING

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- Reflect on your progress – who can you ask for feedback?
- Remember no one is thinking about you, they are focusing on their own agenda
- Ask yourself – What has gone well? What would I do differently next time? You are responsible for the story you tell yourself so scan for the positives
- If you have a question / information request to follow up on do it as promptly as possible