

marsha redmon
COMMUNICATIONS

Bridging the Confidence Gap
How to Get a Seat at the Table
and Communicate with Confidence

NALP
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1. Powerful Body Language, Voice and Energy Level



Posture

- _____
- _____
- _____
- _____
- _____



Gestures + Smiling

- _____
- _____
- _____
- _____



Voice

- _____
- _____
- _____
- _____
- _____



Energy Level

- _____
- _____
- _____



Eye Contact

- _____
- _____
- _____
- _____

2. Concise Communication is Powerful

Think First	
Why should they care?	
Your goals	
Then Speak	
The point	
Reason 1	
Reason 2	
Key fact	
Don't say	

3. Ask Questions and Ask For What You Want

First Build Relationships: Ask questions to help colleagues and others to succeed

- What are you working on that's most challenging right now?
- What makes you successful in your [role, department, school, company]?
- What could I do to help you to be more successful? For example, does it help you to speak at conferences?
- How would I recognize a good connection or client for you?

Ask To Get to Your Next Step

- FIRST: Recognize and acknowledge the cost of not asking for what you need to advance
- Ask for things by highlighting the benefit to the 'giver' so that it is NOT about you!
- Know what the steps are to advance
- Know how decisions are made
- Know what you're worth
- Practice asking for small things outside of work
- Stay factual
- Ignore how you feel and ask

RESOURCE:

Ask For It: How Women Can Use the Power of Negotiation To Get What They Really Want, by Linda Babcock and Sara Laschever (2008)

Ask for It Worksheet

Goal #1

Goal #2

Plan for Asking

Person:

Ask:

Deadline:

Person:

Ask:

Deadline:

Person:

Ask:

Deadline:

Your Objections:

Benefits: