



LEVEL-UP™

# SPEAKING WITH CONFIDENCE

## Who This Program Is For?

Professionals at any career stage who want to **build confidence, clarity, and presence** when speaking in meetings, presentations, and everyday workplace conversations.

## Program Purpose

This program equips professionals with **practical communication skills** required to speak effectively in a variety of workplace settings.

## What Participants Will Learn & Apply

By the end of this program, participants will understand how to:

- Demonstrate **confident presence** when speaking in meetings, presentations, and group discussions
- **Organize ideas** quickly and communicate messages with **clarity** and **impact**
- **Apply practical frameworks** to speak effectively in both planned and impromptu situations
- Use **vocal tools** and **body language** to engage audiences and reinforce key messages
- **Adapt communication** for in-person, virtual, and hybrid environments
- Sustain communication skill development through **reflection, practice, and self-assessment**

## Program Structure & Live Learning

The program blends digital learning with facilitated live sessions to ensure skills are not only understood, but practiced and sustained:

- Self-paced eLearning modules focused on confidence, structure, delivery, and real-world communication
- Live virtual or in-person sessions designed for discussion, practice, and applied feedback
- Skills-based exercises that reinforce learning through repetition and reflection
- Scenario-based activities that mirror real workplace speaking situations
- Ongoing reinforcement strategies to support long-term communication growth



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MODULE 1  
FOUNDATIONS OF POWERFUL  
PRESENTATIONS

## OVERVIEW

This module builds the foundation for confident communication by addressing mindset, nerves, and clarity. Participants explore how confidence is developed through awareness and practice, identify common communication gaps, and learn simple frameworks to organize ideas quickly and effectively in real time.

## FORMAT

- 1 lesson including 3 resources
- 1 skills-building exercise with reflection questions
- 1 live, virtual\* coaching session with peer-to-peer best practice sharing (1.5 hrs)

*\*Onsite available with Travel Fee*

## TOPICS

- Building confidence and managing nerves
- Reframing mindset and overcoming fear of speaking
- Understanding communication gaps and listening habits
- Organizing ideas quickly using simple frameworks

By the end of this module, participants will have practiced building confident presence by managing nerves, recognizing communication gaps, and organizing ideas clearly in both planned and impromptu speaking situations.



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MODULE 2  
SPEAKING FOR IMPACT

## OVERVIEW

This module focuses on strengthening message clarity and delivery. Participants develop practical skills to communicate with impact by simplifying language, using vocal tools and body language intentionally, and crafting strong openings and closings that leave a lasting impression.

## FORMAT

- 1 lesson including 3 resources
- 1 skills-building exercise with reflection questions
- 1 live, virtual\* coaching session with peer-to-peer best practice sharing (1.5 hrs)

*\*Onsite available with Travel Fee*

## TOPICS

- Speaking with clarity, concision, and impact
- Using vocal tools to enhance engagement
- Strengthening body language and physical presence
- Opening and closing messages with confidence

By the end of this module, participants will understand how to deliver clear, engaging messages by using vocal tools, body language, and intentional structure to communicate with confidence and impact.



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**MODULE 3**  
**PRESENTING IN THE REAL WORLD**

## OVERVIEW

This module prepares participants to apply their communication skills in real-world settings. Learners practice adapting their approach for virtual and hybrid environments, handling unpredictable questions, using storytelling to connect with audiences, and building habits for continuous improvement.

## TOPICS

- Presenting in virtual and hybrid environments
- Managing Q&A and unpredictable interactions
- Using storytelling to strengthen connection
- Self-assessment and ongoing skill development

## FORMAT

- 1 lesson including 3 resources
- 1 skills-building exercise with reflection questions
- 1 live, virtual\* coaching session with peer-to-peer best practice sharing (1.5 hrs)

By the end of this module, participants will know how to adapt their communication for real-world environments by presenting confidently in virtual and in-person settings, managing questions effectively, and applying self-assessment strategies for continuous improvement.

*\*Onsite available with Travel Fee*





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## CAPSTONE PROJECT

### OVERVIEW

Throughout the program, participants will work toward a capstone project: the creation and delivery of a 3–5 minute “Purpose & Passion” mini-keynote. This practical assignment integrates skills from all three sections of the program, requiring learners to plan, craft, deliver, and reflect on a short presentation that demonstrates confident structure, engaging delivery, and real-world application.

### COMPETENCIES

- Define a clear **communication objective** by identifying what the audience should feel, think, and do
- **Organize ideas** using simple frameworks to create a clear and logical message flow
- Craft a **compelling message** using strong openings, structured delivery, and concise language
- Demonstrate **confident vocal delivery** and **purposeful body language** in a virtual presentation setting
- Apply **mindset strategies** to manage nerves and reframe internal dialogue
- Conduct **self-assessment** to identify strengths, gaps, and next steps for continued improvement