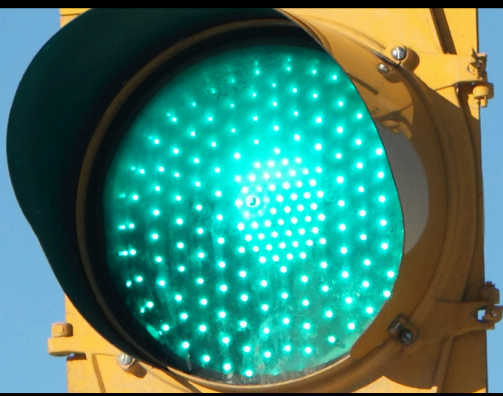


Workplace Communication Language Quiz Result

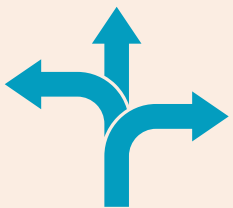
You Speak the Language of

CONFIDENCE



What You Value:

Taking action and leading.



How You Make Decisions:

You make decisions confidently by focusing on achieving desired goals and outcomes.

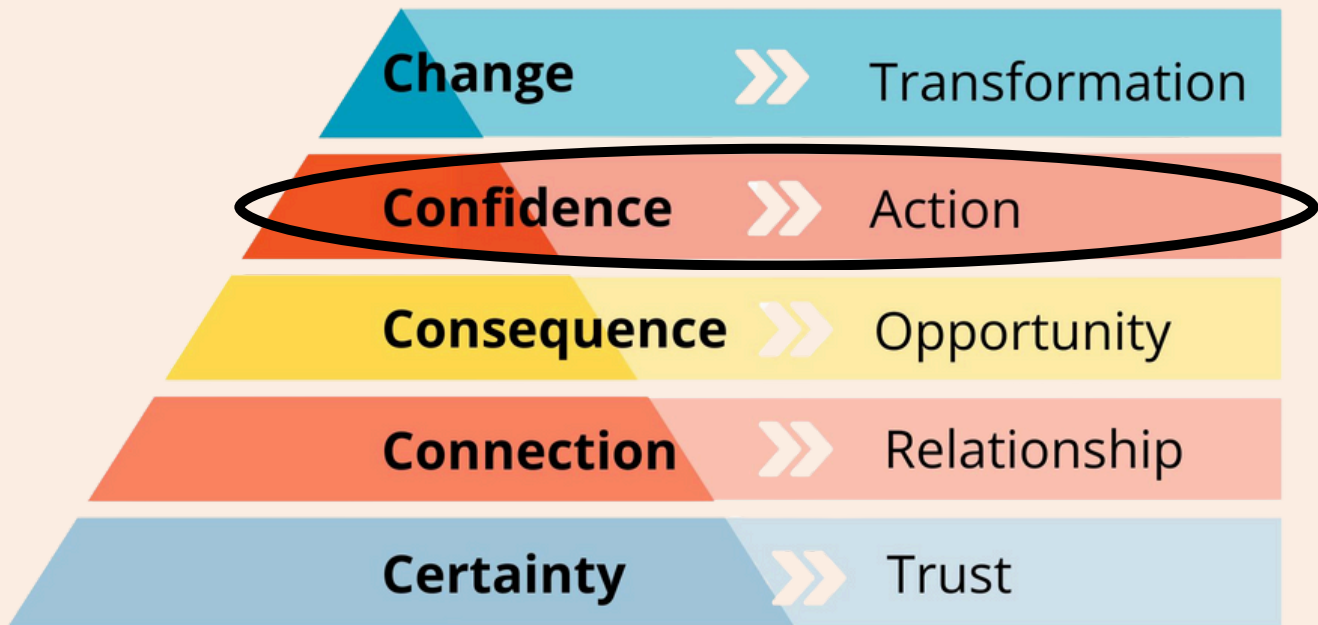


How You Communicate:

You communicate directly and concisely, with a clear focus on results and next steps.



Your Speak to Lead E-book Excerpt



Workplace Communication Language: CONFIDENCE

- Always looking to take action and move forward.
- Naturally take ownership and the lead.
- Make their own decisions and are goal-oriented and outcome-focused.
- Have a strong sense of self-belief and confidence.
- People would describe them as self-assured, determined, results-oriented, direct, and ambitious leaders.

**Your intention
when speaking
this language is
to move to
ACTION.**



Your Communication Do's and Don'ts

Language of Confidence

Communication Do's

1. **Do** empower them to take the lead and respect their role and desire to make the final decision.
2. **Do** focus on the big picture, not the details, and highlight the tangible result your product or service will deliver.
3. **Do** define how your solution will help them achieve results, lead better, and enhance the way others perceive them.
4. **Do** communicate clearly and concisely with an agenda, key objectives, and outcomes for your meeting.
5. **Do** present a clear call to action with options on which they can confidently make the final call and decision.

Communication Don'ts

1. **Don't** use soft, fuzzy, tentative language when communicating with them. Be clear, direct, and focus on results.
2. **Don't** commandeer or overstep their authority. Let them sit in the driver's seat as you lead by being the trusted partner and confident guide.
3. **Don't** be intimidated by their leadership and power. Instead stand up in your personal leadership posture and demonstrate your confidence, skill, and expertise.
4. **Don't** let them over-bear or overrun your meetings with demands and unrealistic requests. Bring balance by being stable in your emotions and clear on your intentions.
5. **Don't** be super sensitive or send signals that you are inefficient or incompetent. Instead focus on demonstrating that they can depend on you to achieve their goals, provide candid feedback, and validate their direction.



How You Best Add Value at Work

When your colleagues speak the Language of Confidence, they can get in their own way by turning their assertive, action-oriented leadership style into an aggressive, my-way-or-the-highway authoritarianism. This may get the job done, but they may be the only one standing on top of the mountain. Because of their demanding nature and focus on getting results, they run the risk of losing relationships while trying to get to their destination.

The highest value you can offer is to empower others to take the lead. Help them focus on the big picture and highlight the tangible results that will be achieved or delivered. Present a clear action plan with options so that they can confidently make a decision. Be clear, direct, and focus on results.

With the Language of Confidence, you're giving them clarity and control to lead, take action, or make decisions.



Download the Speak to Lead E-book



Download Your E-book