**Monday**
- **Activity 1:**
  - How do you feel about your current presentation and public speaking skills? Complete the "Self-evaluation" on pg. 3 of the Reflection Guide with your thoughts.
  - Present and stay on point (34s)
  - How to deliver an effective presentation (2m 44s)

**Tuesday**
- Dealing with fear (3m 33s)
- One-minute habit for better listening (2m 27s)

**Wednesday**
- Activity 2:
  - Complete the Mini SWOT Analysis on pgs. 4 & 5 of the Reflection Guide, to highlight your internal/external tools, opportunities, and obstacles to enhance your skills.
  - The power of presence (2m 44s)
  - The impact of breathing to settle the mind (2m 36s)

**Thursday**
- Make your content engaging (4m 15s)
- Speaking up in a meeting (2m 40s)

**Friday**
- Connect authentically with your virtual audience (3m 45s)
- Speaking to be heard (3m 8s)

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**Activity 3:**
- Share with your manager one of the interesting tidbits you've discovered so far in the challenge. Consider your goals from the Mini SWOT analysis. See pg. 6 of the Reflection Guide.

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**Final Reflection:**
- Describe your key takeaways from the challenge

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