





# Present & Communicate with Impact

Discover new lessons every day, which can be completed in around 5 minutes.

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Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Activity 1:</b> 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.</p>	<p><u>Present and stay on point</u> (34s)</p> <p><u>How to deliver an effective presentation</u> (2m 44s)</p>	 <p>Set your weekly learning goal with LinkedIn Learning. Don't forget to schedule it on your calendar.</p>	<p><u>Connect authentically with your virtual audience</u> (3m 45s)</p>	<p><u>Speaking to be heard</u> (3m 8s)</p>
<p><u>Dealing with fear</u> (3m 33s)</p>	<p><u>One-minute habit for better listening</u> (2m 27s)</p>	<p><b>Activity 2:</b> Complete the Mini SWOT Analysis on pgs. 4 &amp; 5 of the Reflection Guide, to highlight your internal/external tools, opportunities, and obstacles to enhance your skills.</p>	<p><u>The power of presence</u> (2m 44s)</p> <p><u>The impact of breathing to settle the mind</u> (2m 36s)</p>	
<p><u>Common virtual meeting mistakes</u> (3m 21s)</p>		<p><u>Make your content engaging</u> (4m 15s)</p>	<p><u>Speaking up in a meeting</u> (2m 40s)</p>	<p><b>Activity 3:</b> 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.</p>
<p><u>Showing you're listening with Emotional Intelligence</u> (4m 27s)</p>	<p><u>Authentic communication</u> (3m 36s)</p>	<p><u>Communicating remotely</u> (4m 26s)</p>	<p><b>Final Reflection:</b> Describe your key takeaways from the challenge</p>	 <p>Congratulations!</p> <p><small>LinkedIn Learning</small></p>