

Present and Communicate with Impact

LinkedIn Learning Challenge




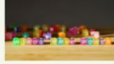

REFLECTION GUIDE



Welcome to the LinkedIn Learning Challenge

The modules are designed to help you empower yourself in under 5 minutes a day. Complete them daily, weekly, or all at once, whatever fits your schedule.

Use this reflection guide to capture key messages as you navigate this month's learning journey. The end of this document includes an area to take open notes from the videos in the challenge.

Present & Communicate with Impact				
Monday	Tuesday	Wednesday	Thursday	Friday
<p>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.</p>	<p>Present and stay on point (5m)</p> <p>How to deliver an effective presentation (5m:44s)</p>	<p>DONT FORGET!</p> <p>Set your weekly learning goal with LinkedIn Learning. Don't forget to schedule it any your calendar.</p>	<p>Connect authentically with your virtual audience (5m:45s)</p>	<p>Speaking to be heard (5m:08s)</p>
<p>Dealing with fear (5m:33s)</p>	<p>Three-minute habit for better listening (2m:27s)</p>	<p>Activity 2: Complete the Mini SWOT Analysis on pages 4 & 5 of the Reflection Guide, to highlight your internal/external tools, opportunities, and obstacles to enhance your skills.</p>	<p>The power of presence (2m:44s)</p> <p>The impact of listening to settle the mind (2m:36s)</p>	
<p>Common virtual meeting mistakes (5m:21s)</p>		<p>Make your content engaging (4m:15s)</p>	<p>Speaking up in a meeting (2m:40s)</p>	<p>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.</p>
<p>Showing you're listening with Emotional Intelligence (4m:27s)</p>	<p>Authentic communication (5m:36s)</p>	<p>Communicating remotely (4m:26s)</p>	<p>Final Reflection Describe your key takeaways from the challenge on pg. 8 of the Reflection Guide. Complete the 3,2,1,0 Challenge form and share your learning for an entry in the Challenge Roll.</p>	<p>Congratulations!</p> 

Getting Started

A presentation is a critical business tool. Whether your communication goal is to persuade, sell, or inspire, effective presentation skills can help set you apart. Think of it a jewel in your crown. When properly executed, your presentation skills can make your audience view you as a prepared, informed, and confident public speaker.

Activity 1: Self-evaluation

How do you feel about your current presentation and public speaking skills?

- I'm confident; I have a lot of experience.
- I could use some fine tuning & more practice; I've gotten rusty.
- I dislike public speaking and presenting to a group; I need more experience and tips to build my confidence.
- Other: _____

Reflection

Given your answer above, why do you think you feel the way you do about your presentation and/or public speaking skills? Whether you are confident or have some fear/anxiety, where do you think that comes from?



REMINDER! Set your weekly learning goal with LinkedIn Learning. Don't forget to schedule it on your calendar.

Activity 2: Mini SWOT Analysis

When it comes to public speaking and designing and delivering a presentation, what are your internal strengths and weaknesses? What about the external areas of opportunity to improve, and potential threats or obstacles that may get in the way?

Examples of strengths & weaknesses:

- Speaking in front of a group (in person or virtually – is there a difference for you?)
- Engaging your audience, encouraging participation, etc.
- Body language, or verbal fillers, like “um”
- Delivering a presentation without reading off the slides/screen
- Designing a presentation

S Strengths	W Weaknesses	O Opportunities	T Threats
What are your personal internal strengths that you can lean on to help you achieve your goals?	What are your personal internal weaknesses that you need to work on to achieve your goals?	What external opportunities such as resources, people, or training can you take advantage of to help you to achieve your goals?	What external threats such as upcoming obstacles or contextual factors can you predict and mitigate to ensure you reach your goals?

To learn more about how to complete a personal analysis using SWOT, refer to the above image as a guideline, and [watch this LinkedIn Learning video on how to perform a skills self-assessment.](#)

Complete your personal Mini SWOT Analysis on the next page.



Strengths (internal):

Weaknesses (internal):

Opportunities (external):

Threats (external):

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Activity 3: Share with your manager one of the interesting tidbits you've discovered so far in the challenge. Perhaps consider your goals from the Mini SWOT analysis.

Share the one aspect that has resonated with you the most so far:

What video(s) did you learn this from?

Name of your manager:

Date discussed with manager:

During a presentation, effectively communicating in a way that's truly electric, allows people to see the most intelligent, trustworthy, and irresistible parts of your character.





Final Reflection

What were your key takeaways from the **Communicate and Present with Impact** challenge?

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Notes from the videos in this month's challenge:

Present and stay on point

How to deliver an effective presentation

Connect authentically with your virtual audience

Speaking to be heard

Dealing with fear

One-minute habit for better listening

The power of presence

The impact of breathing to settle the mind



Common virtual meeting mistakes

Make your content engaging

Speaking up in a meeting

Showing you're listening with Emotional Intelligence



Authentic communication

Communicating remotely

Congratulations!

Congratulations on taking part in the **Communicate and Present with Impact** challenge. Effective public speaking and presence can help get a message across and influence an audience in memorable ways. Well done!

