



EMPOWER YOUR VOICE

and get ahead

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COMMUNICATIONS



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Solutions to Make You Shine

WELCOME



Thank you for downloading this guide “Empower Your Voice and Get Ahead”. Not a week goes by without someone asking me how I can seem so comfortable and confident in front of others.

I know public speaking, speaking in meetings and/or networking can be a challenging hurdle for both those starting in the workforce or those who want to get heard and get ahead.

In this guide, I will take you through a few different scenarios and give you tips to creating your own best self in front of others. Follow along and take some notes too. Once you feel confident, you will see that people ask you how you are so comfortable speaking too.

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The Many Forms of Networking



Networking is much more than walking into a formal “networking event”.

Networking is a state of mind. What can I do for others should be front and center of relationship building. 99% of the time, you can help people and they can help you.



I am so happy when someone tells me I’m a great networker. Here are a few ways you can be too:

- It can be as simple as “how can I help you today?”.
- Treat the conversation as a journey. Don’t lead with your ask. Most conversations come to that point naturally and easily.
- If you ask someone to identify a prospect or a potential lead for you, always ask them for an introduction too.



Trust yourself.

Finding Your Strong Voice During a Meeting



You know you have an important meeting coming up. There is so much more to do than look at the agenda in advance. There are ways to sit down and get comfortable, figuring out where to sit in a room, politely make your wish to speak clear. This non-verbal communication and clues are just beginning ways to set the stage for empowering your voice.

1. Find an ally in the room if you want to know someone will have your back or thank you for your comments.
2. Raise your hand if that is appropriate, and if not called on take the leap and jump in like others are doing. Sometimes you have to be a little messy too.
3. Include an offer to help get something in place.
4. Always end with a clear suggestion or next step.



Actually Standing Up and Asking a Question During Q&A



Different situations call for different preparation. Are you the person who thinks you have a good question, but keep doubting yourself and in the end you don't ask it? Chances are, if you are thinking about something, someone else is too. There are some ways to make sure your question gets answered and you feel good at the same time.

1. Always ask a short question. You know that thing that ends with a “?”. No long intros or commentaries. You will lose the audience and the speaker.
2. If you are nervous speaking, write down your short question wherever you are taking notes and read it.
3. Thank the speaker for their answer..
4. Get to the front of the room to meet the speaker in person. That can lead to a new connection and a longer “off-line” conversation.



When You Are Leading or Presenting



It is finally your chance to lead a meeting, a team, or a presentation. What steps do you consider during your preparation? It is important to remember what you have learned from others. That includes what you liked in a leader and what you never want to do in a position of leadership.



1. Send out the agenda and items you want people to think about in advance.
2. Create room for silence and allow people to form their follow-up.
3. Check in with people who didn't participate in ask if you can call on them next time.
4. Make sure the women in the room feel their voice is being heard and they are not being “stepped-on or over”.
5. Spend the same amount of time preparing what you are going to say as you do make things look pretty.
6. Make others know they add value to the discussion.

CONGRATULATIONS



Thank you for downloading this guide. Watch for
more information on
Empowering Your Voice and Get Ahead
from me and Pamela Lippitt Communications, LLC

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