

Self-Coaching Worksheet

Name: _____

How do I want to be perceived by others?

COMPOSURE: Master three behaviors to look real and feel in control

Posture: Use an engaged default posture to look and feel relaxed and confident

- + Δ Open body to audience
- + Δ Balance weight
- + Δ Relax knees, arms & hands

Observations & Suggestions

Pausing: Use pauses to stay in control and punctuate thoughts

- + Δ Gather thoughts
- + Δ Breathe
- + Δ Eliminate clutter words

Observations & Suggestions

Eye Contact: Use eye contact to talk conversationally to one person at a time

- + Δ Talk only to individuals
- + Δ Give one thought per person
- + Δ Make random connections

Observations & Suggestions

ENERGY: Convert your presentation anxiety into audience-focused energy

Movement: Use available space to engage and involve your audience

- + Δ Walk with purpose
- + Δ Feet follow eyes
- + Δ Look → Move → Plant

Observations & Suggestions

Gesture: Use natural gestures for description and emphasis

- + Δ Use entire arm
- + Δ Rest arms at side
- + Δ Avoid handclasps & fidgeting

Observations & Suggestions

Voice and Face: Use your voice and facial expressions to express importance, urgency and emotions

- + Δ Vary vocal volume, speed & pitch
- + Δ Project to entire audience
- + Δ Animate face; smile

Observations & Suggestions

Notes:

Moment of Truth Presentations Skills Review

Focus Skill

Would my audience UNDERSTAND?

- + ☐ Clearly stated opening (SCI-PAB®)
- + ☐ Provided agenda
- + ☐ Used appropriate detail and language
- + ☐ Made distinct transitions
- + ☐ Added memorable color spots and visuals
- + ☐ Demonstrated “say it; show it/write it; talk it” with use of visuals
- + ☐ Used a strong closing (PAB)

Observations & Suggestions

Would my audience SEE THE VALUE?

- + ☐ Acknowledged audience needs
- + ☐ Spoke to benefits/value to organization
- + ☐ Highlighted personal/individual benefits
- + ☐ Demonstrated with specific examples (numbers, case studies, etc.)

Observations & Suggestions

Would my audience TRUST ME?

- + ☐ Used engaged, default posture to look confident
- + ☐ Used pauses to stay in control and punctuate thoughts
- + ☐ Used eye contact to talk conversationally to one person at a time
- + ☐ Used available space to involve audience
- + ☐ Used natural gestures for description and emphasis
- + ☐ Used vocal and facial expressions to express importance, urgency and emotion
- + ☐ Created an environment that encourages dialogue

Observations & Suggestions

Next Steps: