

HOW TO BE HEARD IN A MEETING

Have you ever been in a meeting and you feel like your voice is just not being heard? Guess what? It's harder for women to be heard in a group setting than it is for men.

Coach Candy to the rescue with 6 tips and techniques that will help you get heard and get noticed by everyone in the meeting:

#1 Sit in the middle: Sit in a chair that is near the middle of the table. When you do this, you increase your chances of being heard and seen by everyone.

#2 Speak Up Early: Those who offer a valuable, relevant contribution at the beginning of the meeting are more likely to be remembered and credited for their idea.

#3 Ask Questions: Questions get you noticed. They also demonstrate that you are curious and engaged in the meeting. As a result, you are part of the conversation. Note: never ask a question just to ask a question.

#4 Demonstrate Solidarity: One of the most powerful things women can do for one another in a meeting is create solidarity. If a female colleague makes a valid point, a powerful observation, or offers an idea you agree with, amplify her. The result is increased power for all the women at the table.

#5 No Excuses & No apologies: When women begin sentences with "I think" or "I'm not sure you'll agree" or "I don't know about you, but" or "I'm sorry, but" we undermine our intentions and intelligence.

#6 Candy O's 3 C's of Communication: Be clear, be concise, be confident.

It's easy to lose your confidence if you feel that you are being ignored in a meeting. As you work toward being heard, keep your communication in meetings short and to the point. Let your words land and then stop talking. There is persuasion and power in clarity.

Remember: No matter how you sound, I can make you sound better.