



1) DESCRIPTION OF THE TOOL

Name of the tool : Confidence

In the workplace, people are more likely to respond to ideas that are presented with confidence. There are many ways to appear confident, including by making eye contact when you're addressing someone, sitting up straight with your shoulders open and preparing ahead of time so your thoughts are clear and you're able to answer any questions. Confident communication is useful not just on the job but also during the job interview process. Additionally, to display confidence, avoid adding filler words.

Time: 60 minutes

2) OBJECTIVES OF THE TOOL

Understanding the importance of being confident at work can help you feel more inclined to attain a confident mindset. Here are some of the objectives/benefits of displaying confidence as an employee:

Enhancing your job performance: Being confident in your abilities can help you be more productive. This can make you a more desirable candidate for hiring managers or your current employer.

Improving your engagement at work: When you have self-confidence, you may be more apt to partake in work-related discussions. Your increased engagement can help foster or improve relationships in the workplace.

Having a happier mindset: When you're confident at work, it can help you feel proud of your accomplishments, knowing that your abilities enabled you to achieve them. This can translate into a joyous state of mind, increasing morale for you and everyone on your team.

Reducing stress: When you're not focused on your inabilities, you're more apt to have a carefree and positive attitude. This can help reduce any work-related stress since you have a positive mindset for your various responsibilities.

Helping you solve problems: When you're confident about your abilities, it can open your mind to new approaches or solutions to workplace situations. This is beneficial in various industries and can even help you improve your leadership skills.

Improving your leadership skills: Exhibiting confidence at work can help you gain leadership skills, such as your ability to make decisions. If your manager recognizes your initiative, it may make them inclined to give you more responsibilities because they see you've been able to handle your everyday tasks.

SKILL - COMMUNICATION

TOOL- CONFIDENCE

3) CONNECTION OF THE TOOL WITH THE SKILL

Communication is a subject that is a lot more nuanced than you might think. Having good communications skills isn't just about being able to write and speak.

Being confident in your abilities can benefit your personal and professional life. Your positive attitude can empower you to produce higher quality work as an employee. Aiming to develop your confidence in the workplace can help you improve your reputation in your industry and achieve your career goals.

4) RESOURCE MATERIALS

-a meeting room for minimum 2,3 persons , a comfortable space for sharing

5) HOW TO APPLY THE TOOL

1. Gain knowledge

The more you understand certain skills, tools and software as they apply to your job, the easier it can be for you to boost your confidence in using them in the workplace. Consider learning new skills or techniques by enrolling in an online class or a seminar. This can help you gain new knowledge and help improve your current skill set. Be sure to focus on the skills most beneficial to your current job or the job you're seeking to ensure you're making the most of your time.

2. Focus on your strengths

When you focus on what you do well in the workplace, it helps you to recognize what makes you an effective employee. While reflecting on the areas you want to improve, refining your current strengths can help you believe in yourself and give you a sense of pride. Your pride can motivate you to achieve your career goals.

3. Have fun

Exhibit a lighthearted demeanor as an employee so you can maintain a positive workplace environment. The pleasantness can help you overcome challenges. You also focus on your opportunities for professional growth while you aim to increase your confidence for your next task.

4. Use positive language

Joyful language can aid your creativity and open your mind to new ways of thinking. Creating new approaches can help you feel confident in taking on various tasks. Attempting to use encouraging words can positively affect your mindset and work quality. For example, a positive mindset can reframe your mind and help you embrace success when working on a new task.

5. Ask questions

To help increase your confidence, aim to understand your projects and tasks. Ask for clarification if

you're unsure how to proceed or perform a task. This can help you feel more knowledgeable about what you're doing. Do this before a project to avoid having to start over if you misinterpreted the task.

6. Remember your successes

When you need a confidence boost, reflect on your past successes in the workplace. This can include when you finished a difficult project, completed a task on a short deadline or your boss praised you for a job well done. This can help you focus on the positive aspects of your job.

7. Maintain good posture

Practice sitting up straight to feel more powerful and boost confident thinking when you're at work. Your improved posture can translate to brainpower which helps increase your self-confidence. Good posture can also relieve unwanted stress and soreness.

8. Move around

Just like maintaining good posture, practice standing up and moving around for a while, preferably away from your desk. Take regular breaks as your employer allows, and give your mind time to recharge. You can also consider doing yoga after or before work. This can help you return to work with renewed thinking, a positive outlook and increased confidence.

9. Expand your network

Build a strong support system both in your personal and professional life. Connect with others in your field by using professional social media networks or by connecting with your current colleagues. This allows you to build your network, establish ongoing dialogues and learn from others. Having others in your corner can help you feel like you're not alone and improves your confidence.

10. Recite daily affirmations

Practice saying positive things to yourself repeatedly. For example, "I will achieve this quarterly goal" or "I can complete this difficult task despite the short deadline." It's especially helpful if you say these affirmations before work. They can give you the confidence you need to get ready for work and achieve your day's responsibilities.

11. Dress professionally

Dressing well can help you feel more important at work and positively influence how you view yourself. It can also impact how you engage with others and how they view you. Consider your current wardrobe and whether it's conducive to your job and a positive mentality.

6) WHAT TO LEARN

What is confidence?

Confidence is an individual's trust in themselves and their ability to succeed. Confident people tend to create their own happiness. They are proud of their accomplishments because they know they have worked hard.

SKILL - COMMUNICATION

TOOL- CONFIDENCE

They tend to speak with conviction and do not usually doubt themselves. If they are unsure of something, they are not afraid to ask for help and learn from someone with more expertise.

Confident people understand that taking on too many tasks can be stressful and know how to say no with assurance. They take time to listen to others as this gives them a chance to learn something new. Confidence is an important skill to have, not only in your personal life but also in your career.



**Co-funded by
the European Union**