What is confidence?

Why is it important to demonstrate it at work?

What is confidence?

- Comes from a latin word *'fidere'* which means 'to trust'; therefore, having self-confidence is having trust in one's self.

- It is a belief in oneself, the conviction that one has the ability to meet life's challenges and to succeed—and the willingness to act accordingly.

Essentially, it is knowing what you're good at, the value you provide, and acting in a way that conveys that to those around you.

Projecting confidence in the workplace enables you to:

· Gain credibility

· Make a strong first impression

· Deal with pressure

· Tackle personal and professional challenges

· Put others at ease

· Be taken more seriously if your words and action have conviction

· Experience more as you're more likely to engage in challenging, but manageable projects

· Push the boundary of your comfort zone and increase your performance

· Communicate more effectively, as confidence allows you to speak concisely and with clarity.

**Projecting confidence contributes to professionalism
which is helpful for your advancing job and career.**

What are the key characteristics of someone who demonstrates confidence?

I chose Satya Nadella as the person who demonstrates confidence because he…

- Believes in himself and his ideas
- Obtains his happiness from within
- Is grateful
- Exercises to help focus the mind and keep fit
- Is always positive
- Is very prepared for everything
- Never gives up

- Speaks with certainty
- Takes risks
- Isn't afraid to be wrong
- Applauds other people
- Listens more than he speaks
- Is modest
- Isn't afraid to ask for help
- Dedicates time to what matters
- Communicates clearly and passionately

How to demonstrate confidence and bring your voice to the table.

Start by building confidence through:

· Identifying strengths and capitalizing on them
· Identifying weaknesses and working on them
· Identifying what is most important to you
· Undertaking activities that develop mental and physical energy
· Believing in yourself
· Replacing negative self-talk with positive inner dialogue
· Asking for help and guidance
· Observing the behaviours of confident people around you and learning from them
· Seeking feedback and being open to constructive criticism
· Seeking encouragement from others
· Praising yourself
· Adopting an optimistic attitude
· Committing to being more courageous
· Standing tall, being proud and enjoying what you do

Then practice demonstrating more confidence by:

- Being aware of how you hold yourself and the signals your body language is giving out
- Being clear on your views
- Being well prepared
- Being genuine, open and warm
- Being authentic
- Starting communication with a strong, confident 'I' statement
- Warmly acknowledging the other's persons point of view when confronted or questioned
- Expecting to be challenged at times and showing conviction in your ideas
- Using evidence and research to support your views
- Encouraging innovative and critical thinking to achieve a better outcome
- Celebrating your successes and telling others about them
- Practising your skills. Speaking up is a skill and practicing ahead of time with trusted friends or colleagues will build your competence and confidence.
- Sharing your ideas with a trusted colleague or two and asking them if you should share your idea with the larger group. This allows you to find an advocate for the idea before you even bring it up with others which will help build your confidence.

Then confidently bring your voice to the Microsoft table by:

- Expressing what you are passionate about so it inspires and motivates others
- Using confident and assertive language. Avoid phrases such as 'sorry for raising this', 'I'm not sure' and 'this may not be important'.
- Being clear, concise and impactful
- Displaying positive body language at all times
- Being adequately prepared to enhance your credibility and demonstrate importance of the topic to you
- Identifying as many opportunities as possible to share your ideas, views and questions
- Believing that your voice is valuable and the organisation wants to hear it.

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At Microsoft we want
to hear your voice.