

How are you?

Take two minutes to think about one high & one low of the week.

Chat it in!

A top-down view of a white desk with various items: a silver keyboard in the top left, a black pen below it, a pair of glasses on the left, a cup of coffee in the bottom left, a spiral notebook and pencil on the right, and a small green plant in the top right.

Communicating with Authority

 *WorkBigger*

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A little bit about me!

- Live Brooklyn and from Chicago!
- Work in Learning & Development
- Everything DiSC Certified Facilitator
- Enjoy biking, spending time with friends & family, cooking and being outdoors!
- I am qualified to lead this call :D – a friendly reminder to myself!

We will discuss

- How to communicate your ideas powerfully so that you have buy-in from senior management
- How to establish yourself as an expert when you're new to an industry or a company
- How to overcome bias around your age and/or gender

Some challenges you may experience

- Ebb & flow of confidence
- Navigating bias: extroverted vs introvert culture, age, race, gender
- Differing communication styles
- Fear of asking for help & an internal pressure to navigate the relationship on your own
- Tying your worth & success to their approval

Feel free to chat in any other challenges you experience! We can chat through these in our discussion.

Tips & Tricks

Tips & tricks to help maximize impact

- Ask for support
- Getting to know their communication style & make adjustments
- Listen and ask smart questions
- Establish your role upfront and circle back to this
- Identify what you need to feel prepared, confident & in control

There is power in asking for support

When seeking support from your manager or a trusted advisor, clarify whether you're looking for **coaching, feedback, direction, or reassurance**

- **Coaching:**
 - Can you help me think through my approach?
 - Can you coach me on how to navigate this?
- **Feedback:**
 - Can I practice my presentation for you? I'm looking for feedback on x and x.
 - What do you think I could have done better & what went well?
- **Direction:**
 - I am new to x. Can you walk me through the steps for this?
- **Reassurance:**
 - Sometimes we just need to hear, "you're on the right track!" "yep, your approach is right on!"

Get to know their communication style, then adjust your tone and approach

- It can be as simple as “add fluff” or “no fluff” to an email or the start of the conversation
- Ask yourself: Do they like to see the details or are they very focused on the big picture? How can you strike a balance between the two?
- What are their goals and priorities? How can I frame my pitch or idea so that it takes those into consideration?
- Listen & ask smart questions
- Take the DiSC assessment 😊

Identify what you need to feel confident & prepared for a meeting

Some ideas:

- Send an agenda ahead of the call to help guide the conversation
- Plant your feet on the ground & take a few deep breaths before joining the call. Sometimes I lay my weighted blanket on my lap
- Give yourself some prep time, even if it's 5-10 minutes
- Remember: stretch but own your communication style!

Coaching + Q&A

- What is your biggest barrier when working with leadership?
- Which tool(s) resonated with you? How can you use this to more effectively communicate with leadership?
- What can you do next time you're preparing for a meeting to boost your confidence & feel prepared?
- What experiences or tips would you like to share with the group? We can learn from each other 😊