

## Help to get your voice heard



- **Think about what you want to achieve**

Put a plan together and be prepared.



- **Be yourself**

Communicate using your own words.

Don't try to be someone else.



- **Be clear about what you want to say**

You don't want other people to be confused and misunderstand what you want.



- **Concentrate and keep to the plan**

If you need to take time out to look at your notes



- **Don't agree to something you are not sure about**

Don't feel that you have to agree if you are unsure or don't understand about what is being said. Ask for a break for some thinking time.



- **Be honest**

Don't let other people make you feel guilty if you don't think you can do what's being asked of you. Remember you have the right to decide what you feel you can or cannot do.



- **Listen carefully when others are speaking**

Respect other people's opinions and be confident about what you are trying to achieve.



- **Watch your body language**

The way you stand, sit, look, the tone of your voice and the words you use give strong messages to other people.



- **Stay positive**

Repeat calmly and confidently what you want to say and remember to keep eye contact.