

SAFE TO SPEAK UP

WHEN THINKING ABOUT A RECENT TIME I DIDN'T SPEAK UP...

Circle the number that applies

- | | | | |
|----------|--|----------|-------------------------------|
| 1 | I didn't feel confident in what I wanted to say | 5 | No one really listens anyway |
| 2 | There were more senior people present | 6 | Didn't feel like it/Burnt out |
| 3 | I didn't want to risk being challenged or called out | 7 | Some other reason |
| 4 | There were already a lot of voices chiming in | | |

PSYCHOLOGICAL SAFETY

Safe to learn means...

Safe to collaborate means...

Safe to challenge means...

Safe to belong means...

BENEFITS TO SPEAKING UP

For an individual (me)

For our team

For the company

DIAGNOSING UNSAFE FEELINGS

Fill in a reason from above (or other reason) that causes you to hesitate speaking up

- | | | | |
|-----------|--------------------------|----------|--------------------------|
| INTERNAL | <input type="checkbox"/> | EXTERNAL | <input type="checkbox"/> |
| REALISTIC | <input type="checkbox"/> | IMAGINED | <input type="checkbox"/> |
| INTERNAL | <input type="checkbox"/> | EXTERNAL | <input type="checkbox"/> |
| REALISTIC | <input type="checkbox"/> | IMAGINED | <input type="checkbox"/> |
| INTERNAL | <input type="checkbox"/> | EXTERNAL | <input type="checkbox"/> |
| REALISTIC | <input type="checkbox"/> | IMAGINED | <input type="checkbox"/> |

SAFE TO SPEAK UP

I FEEL MOST SAFE SPEAKING UP WHEN...

3 P's TO FEELING SAFER TO SPEAK UP

STRENGTHENING YOUR UPWARD VOICE

PREP

*notes***1***Review* _____**2***Know the* _____**3***Be* _____

BEFORE

*notes***1***Release the* _____**2***Visualize your* _____**3***Imagine Positive* _____

SAFE TO SPEAK UP

DURING

notes

1 *Commit to a* _____2 *Better* _____, *Better* _____3 *Speak up* _____

AFTER

notes

1 *Immediate* _____2 *Pick a* _____.3 *Celebrate* _____

TIPS FOR BOOSTING POWER

1 **LISTEN BEFORE YOU PLAY:** A Fast Company writer who was a jazz musician shares one critical piece of advice that they give to musicians who are sitting in with a new combo, “Resist the urge to play a lot of notes and dazzle people with your technical wizardry until you understand what our group is doing.” In other words: You have to listen before you play (or, in this case, before you speak). That way, what you say is acclimated to the current conversation dynamics.

2 **PREPARE & PRACTICE:** Any preparation you do in advance will help you to say what you want to say briefly and coherently. Like any skill, practice will help you improve. Have a comment, question, or general thought at the ready like, “I love your thoughts on X, Chelsea. You’ve given me a lot to think about.” Or, “I’d love to think on what you’ve said. Can I give you a few thoughts later today?”

3 **WEIGH THE IMPACT OF YOUR WORDS:** Remember, words have value when they are spoken. Remind yourself that you have a powerful tool in your possession to impact, change, enhance, grow, and support your team. Weigh your hesitation against the good your contribution can make to yourself and others.

WEEKLY ASSIGNMENTS

1

WEEK ONE: DIAGNOSE HESITATION IN SPEAKING UP

COMPLETE WORKBOOK PAGES 1-3, THEN ANSWER THE QUESTION BELOW.

End of week reflection:

WHAT COMES TO MIND WHEN YOU THINK OF HOLDING YOUR THOUGHTS AND FEELINGS INSIDE? IS THIS A CURRENT FRUSTRATION OR CHALLENGE? WHAT'S AT THE ROOT OF ANY HESITATION TO SPEAK UP?

2

WEEK TWO: PRACTICE USING MY VOICE

USE THIS LIST TO HELP BUILD A STRONGER SPEAKING MUSCLE. CHECK THE BOXES AS YOU COMPLETE THEM.

VOICE BOOSTERS

- COMMENT ONCE AT EACH MEETING TODAY
- PREPARE 2 QUESTIONS AHEAD OF MY NEXT BIG MEETING
- CALL ONE MEETING PARTICIPANT AHEAD OF TIME TO VET A THOUGHT OR TWO
- ECHO A STRONG STATEMENT SOMEONE ELSE HAS MADE
- CIRCLE BACK WITH A RELATED ARTICLE, BOOK, OR THOUGHT TO A MEETING HOST
- IDENTIFY 3 POTENTIAL PEER PARTNERS
- PRACTICE LISTENING AT A HIGHER PERCENTAGE OF TIME THAN YOU DO SPEAKING
- ACKNOWLEDGE SOMEONE'S CONTRIBUTION AND OFFER TO TALK MORE OFFLINE
- CAPTURE 3 CONTRIBUTION WINS ON A POST-IT AND HANG UP FOR A WEEK
-
-
-
-

WEEKLY ASSIGNMENTS

3

WEEK THREE: REFLECT ON HOW IT WOULD FEEL TO CONTRIBUTE MORE

REVIEW YOUR NOTES IN THESE WORKBOOK PAGES, THEN CONSIDER THE BELOW QUESTIONS.

End of week reflection:

ARE THERE THINGS I MIGHT BE DOING THAT DON'T ALLOW OTHERS TO FEEL SAFE TO SPEAK UP?
WHERE, WHEN, AND WITH WHOM CAN I BE MORE INCLUSIVE AND SELF-AWARE?

THINK OF A TIME I DID NOT SPEAK UP. WHAT BETTER OUTCOME COULD HAVE HAPPENED IF I MADE A
DIFFERENT CHOICE AND CONTRIBUTED MY THOUGHTS TO A SIMILAR SITUATION TODAY?

WHAT ARE A FEW SMALL STEPS I CAN TAKE IN THE PREP, BEFORE, DURING, AND AFTER SUGGESTIONS
FROM THE TRAINING?

WHEN I THINK OUT A FEW MONTHS FROM NOW, WHAT IS THE SHIFT I'D LIKE TO SEE WITH REGARD TO
HOW I FIND AND EXPRESS MY VOICE AT WORK?