



Lesson Guide

Climbers learn about confident communication and public speaking skills and how to apply strategies for speaking clearly, engaging an audience, and presenting ideas. By the end of the lesson, Climbers will have delivered a 5-minute presentation, demonstrating their ability to communicate confidently, structure their ideas, and engage their audience in a professional setting.

Learning Objectives	<p>Understand the importance of confident communication in the workplace and how it can enhance professional interactions and career success.</p> <p>Apply confident communication strategies by delivering a clear, engaging, and well-structured 5-minute presentation.</p> <p>Demonstrate key public speaking techniques, including body language, tone, and eye contact, to effectively engage and communicate with an audience.</p>
WIOA Program Elements	<p>E5. Education Offered Concurrently with Workforce Preparation. Integrates technical skills training with professional communication and presentation skills.</p>
Key Concepts	<p>Confident Communication: the ability to express ideas clearly and assertively, using positive body language and managing nervousness, to engage effectively and build trust in the workplace.</p> <p>Public Speaking: the act of delivering a speech or presentation to a live audience.</p>
Materials	<p>Coach Deck: Confident Communication Lesson Deck</p> <p>Internet-ready devices with Hats & Ladders access</p> <p>Activity: 5-Minute Presentation</p> <p>Rubric: 5-Minute Presentation</p>

Coach Prep

1. Review lesson instructions and activity materials, including the **Coach Deck**, an optional resource to guide Climbers through the lesson, and digital Career Climb.
2. Arrange a computer lab or laptop cart, or instruct your group to bring their own devices with internet connectivity.
3. *Optional:* From the Coach platform, assign the **Confident Communication** Career Climb to your group. This will allow you to track their progress from your dashboard.

Warm-Up

1. Introduce Confident Communication and describe the importance of learning strategies to communicate confidently strengthen public speaking and presenting skills in the workplace. Highlight that strengthening these skills not only improves professional communication but also enhances how you engage with coworkers, supervisors, and others. Suggested prompts:
 - *How do you think being able to speak confidently in front of a group translates into everyday communication with coworkers and supervisors?*
 - *Can you think of a time when strong public speaking helped you influence or convince someone in the workplace?*
 - *What specific aspects of public speaking make you feel nervous or unsure?*
2. Have a few Climbers share their thoughts.
3. Frame that developing confident communication skills helps Climbers build credibility, make impactful contributions, and navigate conversations with greater clarity. Emphasize that the more they practice, the more their confidence will grow. Optional prompt:
 - *What are some ways you could start practicing public speaking in your daily work or personal life to improve your confidence?*
4. Briefly outline what will be covered in the lesson, including:
 - **Tips for Confident Communication:** Learn strategies to communicate more clearly and assertively.
 - **Public Speaking:** Understand the fundamentals of public speaking and how to present yourself effectively.
 - **Practice:** Apply what you've learned by creating and delivering a 5-minute presentation.

Guide a Career Climb

1. Direct Climbers to the Hats & Ladders platform to complete the **Confident Communication** Career Climb, which consists of four Ladders:
 - **Communicating with Confidence** (8 Mins)
 - **Present and Captivate** (8 Mins)
 - **Your Personal Statement** (7 Mins)
 - **Own Your Professional Spotlight** (6 Mins)
2. Climbers can complete the entire Career Climb **at once**, or they can **pause** to share out takeaways and questions along the way.
3. Frame that Confident Communication is about speaking clearly, engaging your audience, and expressing your ideas with assurance. Briefly review tips for communicating confidently with Climbers. Suggested prompts:
 - **Stand tall and make eye contact:** *This shows you're engaged and in control.*
 - **Speak slowly and clearly:** *Take your time to be understood.*
 - **Use positive body language:** *Gesture and smile to add warmth to your message.*
 - **Stay calm:** *Breathe and pause if you need to collect your thoughts.*
 - **Be yourself:** *Speak authentically to build trust and connection.*
4. Climbers can then apply what they learned about Confident Communication, Public Speaking, and Presenting to the activity.

Activity: 5- Minute Presentation

1. Have Climbers independently read through the instructions on the [activity handout](#).
2. Climbers complete the activity.
3. Have Climbers present their 5-minute presentations, practicing their public speaking and confident communication skills.

Wrap-Up

1. Summarize how developing confident communication and public speaking skills will enable Climbers to speak more clearly, engage their audience, and communicate their ideas effectively in the workplace.
2. By practicing these skills, Climbers will be able to express themselves with greater confidence, build credibility, and navigate professional interactions more successfully. Review key lesson concepts, including:

- **Tips for Confident Communication:** Techniques such as making eye contact, speaking slowly and clearly, using positive body language, staying calm, and being authentic.
- **Public Speaking:** The importance of structuring a presentation, focusing on key points, and engaging your audience.
- **Practice:** The hands-on activity of delivering a 5-minute presentation to apply these skills in real time.

Assessment

- To evaluate the **Climbers' understanding** of the lesson, use the provided **rubric** to score activity submissions on a scale of 1 to 4 for each criterion.

Modifications

- If you do not have access to devices, have Climbers complete the digital Career Climb at home.

Activity: 5-Minute Presentation

Public speaking is a valuable skill in almost any profession. Whether presenting ideas to a team, pitching to clients, or leading a meeting, the ability to speak clearly and confidently is crucial. In this hands-on activity, you'll be designing a short presentation on your own or with a partner.

Step 1: Choose Your Topic & Outline Your Ideas

Select a topic related to your career interests, such as “Why I Want to Work in Healthcare” or “The Importance of Teamwork in Retail.” then, use the table below to help you build out our presentation. Fill in each section to organize your ideas before creating your slides. It helps keep your thoughts focused and organized!

<p>My Topic is: <i>Describe your chosen topic</i></p>	
<p>Introduction: <i>Briefly state what your topic is and why it's important. What will you cover in the presentation?</i></p>	
<p>Main Points: <i>Key Idea 1</i></p>	
<p><i>Key Idea 2</i></p>	
<p><i>Key Idea 3</i></p>	
<p>Conclusion: <i>Summarize the key points and restate the importance of the topic.</i></p>	

Step 2: Create Your Presentation

Design a short, 5-6 slide presentation using Google Slides, Canva, or another tool. Your presentation should include:

- Introduction:** Clearly state your topic.
- Main Points:** Present 3-4 key ideas or facts.
- Conclusion:** Summarize your points.

Step 3: Practice Your Presentation

Rehearse your presentation before delivering it. Focus on speaking clearly, maintaining eye contact, and using confident body language.

Step 4: Deliver Your Presentation

Present to the group or to a partner. Apply the confident communication tips for a more engaging and effective delivery:

- **Engage Your Audience:** Make eye contact, ask questions, or use visuals to keep your audience interested.
- **Keep It Simple and Clear:** Focus on the key points you want to convey, and avoid overwhelming your audience with too much information.

Rubric: 5-Minute Presentation

Criteria	1: Needs Improvement	2: Developing	3: Proficient	4: Exemplary
Topic & Structure	The topic is unclear or not related to career interests. The outline is incomplete or disorganized.	The topic is relevant, but the outline is partially developed or lacks clarity.	The topic is relevant and well-defined, with a clear and logical outline.	The topic is highly relevant, clear, and well-structured with a strong outline that is easy to follow.
Presentation Content	The presentation lacks key points or contains irrelevant information. The main points are unclear or underdeveloped.	The presentation includes key points but lacks depth or clarity. Some points may need more detail.	The presentation includes 3-4 clear and relevant main points that are well-supported.	The presentation includes 3-4 well-developed and clear main points that are insightful and engaging.
Delivery & Engagement	The speaker lacks confidence, makes little eye contact, and does not engage the audience.	The speaker shows some confidence but struggles with eye contact or engagement techniques.	The speaker is confident, maintains eye contact, and engages the audience effectively.	The speaker is highly confident, uses eye contact, engages the audience with questions or visuals, and maintains excellent body language.
Clarity & Organization	The presentation is difficult to follow due to unclear organization or too much information.	The presentation is generally clear but may be somewhat disorganized or overwhelming.	The presentation is clear, with a logical flow and concise points.	The presentation is extremely clear, well-organized, and effectively conveys information in a focused and engaging manner.