



Confidence & Leadership Mini Guide

Curated by Vanguard Impact

How to Use This Guide

Confidence isn't about being the loudest in the room, it's about showing up authentically, advocating for yourself, and leading with clarity. This guide gives you practical strategies, scripts, and exercises to help you strengthen your presence and leadership.

Reframe Confidence

Key Insight: Confidence is not something you either have or don't have. It's a skill you can practice.

Confidence = Clarity of value + Consistent action.

Leadership = Influence, not a title.

Mindset Shift Exercise:

Write down 3 ways you already lead (at work, at home, in your community).

Build Presence (How You Show Up)

Body Language Tips

- Sit/stand tall (open posture, shoulders back).
- Make eye contact. It signals both confidence and respect.
- Speak slower than you think. It makes you sound more assured.

Quick Exercise: Power Pose

Before a meeting, stand for 2 minutes with feet apart, hands on hips (like "Wonder Woman"). Research shows this boosts confidence and reduces stress.

Strengthen Your Voice

Speak with Clarity

- Replace “I think” → “I recommend.”
- Replace “Sorry, but...” → “Here’s my perspective.”
- Replace “Does that make sense?” → “What are your thoughts?”

Practical Script Examples:

- In a meeting: “I’d like to build on that idea by suggesting...”
- When interrupted: “I’d like to finish my thought — then I’d love to hear yours.”
- When advocating for yourself: “Here’s the value I bring to this project...”

Exercise: Write down 2 “power phrases” you’ll use in your next conversation.

Advocate for Yourself

Know Your Value

- Create a journal of wins or accomplishments. List your last 3 accomplishments and their results.
- Practice sharing them out loud without minimizing (“It was nothing” → “Yes, I’m proud of that work”).

Practical Script for Recognition:

“One of the contributions I’m most proud of this quarter was leading [project], which resulted in [result].”

Exercise: Write down a recent accomplishment and how you’d confidently share it.

Handle Fear & Self-Doubt

Reframe Fear:

Instead of “I’m nervous,” say: “I’m excited.” (Your body reacts the same way; you shift the story.)

Respond to Imposter Thoughts:

- Write down: “I am learning and growing. I don’t need to know everything to add value.”
- Keep a “Win Journal”. Note one thing daily you did well.

Quick Confidence Boost: Before a big event, read your journal of wins or accomplishments.

Lead with Empathy & Clarity

Strong leadership balances assertiveness with empathy.

Empathy in Action:

- Ask: “What do you need to succeed?”
- Practice active listening (repeat back what you heard).
- Acknowledge others’ contributions publicly.

Clarity in Action:

- Be direct with expectations: “The priority is X, and here’s why.”
- Provide feedback with a balance of honesty and support:
- “What worked well was _____. Next time, we can strengthen _____.”

Exercise: Write one sentence you can use this week to both acknowledge someone’s contribution and set clear expectations.

Everyday Leadership Habits

Micro-Actions to Build Leadership Confidence:

- Speak up once per meeting.
- Ask one thoughtful question daily.
- Volunteer for one visible project per quarter.
- Share credit when things go well; take responsibility when they don’t.
- Mentor someone. Leadership grows when you lift others.

Exercise: Circle 2 habits above you’ll commit to this month.

Reflection & Growth Plan

- In what situations do I feel most confident? Least confident?
- What kind of leader do I want to be remembered as?
- What's one step I'll take this week to show up more confidently?