



Course 2: Communicate with Clarity and Confidence

How do I make sure my voice is heard and my ideas land effectively?

WEEK 1

Decode Modern Workplace Language

Learn to speak the language of evolving professional environments so you can position yourself as someone who understands the current landscape and can communicate your value in terms that resonate, whether you're navigating organizational changes or exploring new opportunities.

1. Demystify AI in Your Career Context

Understand what AI is (and isn't), spot where it's already being used in your daily work or industry, and reflect on what that means for your skills and job.

2. Evolving Roles in the AI Age

Map your current skills to emerging AI demands, identify where growth is needed, and craft a clear vision for how your role will lead and adapt in the years ahead.

3. Translate Your Experience Using New Language

Practice updating the way you talk about your work using current terms that reflect adaptability, collaboration, and AI awareness.

4. Your Digital Presence in the Age of Algorithms

Learn how hiring systems and networking now run through algorithms. This includes how your digital identity (especially LinkedIn and resumes) influences your visibility, and how AI tools can help you refine how you're perceived by both humans and machines.

WEEK 2

Write So People Actually Listen

Elevate your communication by crafting messages that cut through noise, get results, and position you as someone who communicates with purpose and professionalism.

1. Foundations of Purposeful & Ethical Communication

Zero in on why you're writing, who needs to hear it, and the change you want to spark. By rooting out jargon and bias, you'll craft messages that radiate honesty, authenticity, integrity, and respect.

2. Lead with What Matters Most

Lead with the takeaway, not the backstory—then layer evidence in order of reader value. This BLUF-first habit, tempered by HAIL principles, keeps every ask crystal-clear and credible.

3. Refining Language, Tone & Brevity

Trim verbal clutter, punch up verbs, and shape sentences that land on the first read. You'll also flex your voice—shifting from casual chat to executive brief—without losing sincerity.

4. Persuasion & Authentic Storytelling

Convert raw features into benefits your audience can feel, and anchor ideas with quick, relatable stories. Expect to finish every piece with one respectful, action-driving close.

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WEEK 3

Find Your Voice and Speak Up Confidently

Build the confidence to advocate for yourself, share your ideas, and contribute meaningfully in professional settings, turning self-doubt into self-advocacy that opens doors.

1. Build Your Professional Confidence Bank

Build your personal, evidence-based vault of achievements that you can draw upon to prove your capabilities—to others, and most importantly, to yourself.

2. Turn Your Writing Into Confident Speaking

Strengthen your presentation skills by translating a polished written text into a compelling spoken script with AI as your co-creator.

3. Structure Your Strategic Ask

Apply the REQUEST framework to design professional asks with reason, evidence, specificity, timing, and follow-up. Build confidence in making requests that are compelling, actionable, and hard to refuse.

4. Speak Up in Meetings and Professional Settings

Use the PREP method to organize and deliver clear, concise contributions under pressure. Overcome hesitation and make your points heard without rambling or losing focus.

5. Give and Receive Feedback with Radical Candor

Practice Radical Candor to help you navigate difficult conversations with colleagues, supervisors, and team members. Learn to request feedback effectively and deliver it in ways that strengthen relationships rather than damage them.

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