

Black Voices, Professional Places

NOVEMBER 2025

SPEAKING SUCCES



YOU HAVE A VOICE!

INTRODUCTION

1. IMPROVE PROFESSIONAL COMMUNICATION SKILLS

2. LEARN *HOW* TO COMMUNICATE EFFECTIVELY

3. EXPANDING WORKPLACE VOCABULARY

**COMMUNICATION IS MORE THAN
GRAMMER - ITS IDENTITY,
CONFIDENCE, AND STRATEGY**

1. IMPROVE PROFESSIONAL COMMUNICATION SKILLS

1

VERBAL COMMUNICATION
TONE - CLARITY - POLITENESS

2

NON-VERBAL COMMUNICATION
EYE CONTACT - POSTURE -
ACTIVE LISTENING

3

DIGITAL COMMUNICATION
EMAIL - GROUP CHAT - VIDEO
CALLS

4

CULTURAL AWARENESS
ADAPTABILITY - DIVERSITY -
AUTHENTICITY





2. LEARNING *HOW* TO COMMUNICATE IN PROFESSIONAL SETTING

A.

COMMON WORKPLACE SCENARIOS

INTROS - ELEVATOR PITCH
MEETINGS
FEEDBACK/CRITIQUES
CONFLICT

B.

CULTURAL NUANCES

CODE-SWITCHING
ONLY BLACK PERSON
BOUNDARIES
MICRO-AGRESSIONS
SELF-EXPRESSION AND CONFIDENCE
EMOTIONAL INTELLIGENCE

C.

STAYING AUTHENTIC

AUTHENTICITY AND
PROFESSIONALISM
PREPARED
EXCELLNCE

**WHATS ONE THING YOU WISH
PEOPLE IN WORKPLACES
UNDERSTOOD ABOUT HOW WE
COMMUNICATE AS BLACK
PEOPLE?**

COMMON WORKPLACE TERMS

- TOUCH BASE, CIRCLE BACK, ONBOARDING, INITIATIVE, PERFORMANCE REVIEW ETC.

EMAIL LANGUAGE

- “HELLO NAME, I HOPE THIS EMAIL FINDS YOU WELL...”
- “BEST REGARDS,”
- INDIRECT LANGUAGE - “LOOKING FORWARD TO YOUR RESPONSE”

POSITIVE EXPRESSIONS

- GREAT WORK - I APPRECIATE YOUR HELP
- ENABLING YOUR VOICE - SAYING NO

CANADIAN-ISMS

- CANADIAN “SORRY”

3. EXPANDING WORKPLACE VOCABULARY



**WHAT WORDS OR PHRASES
HAVE YOU HEARD THAT
CONFUSED YOU?**

1 REMEMBER

- COMMUNICATION = CONFIDENCE + CLARITY + RESPECT
- PROFESSIONAL COMMUNICATION = AUTHENTICITY + ADAPTABILITY + AWARENESS

2 PRACTICE

- VOLUNTEERING IN COMMUNITY
- PART TIME JOBS
- INTERVIEWS
- NETWORKING THROUGH SCHOOL

3 AFFIRMATION

- YOUR VOICE CAN SHIFT WORKPLACE CULTURE - YOU ARE PART OF THAT CHANGE

A close-up photograph of a person's hands holding a stack of items: a silver laptop, a brown notebook, and a silver smartphone. The person has long dreadlocks and is wearing a light-colored turtleneck sweater. The background is a plain, light-colored wall.

IN SUMMARY



THANK YOU

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