### Black Voices, Professional Places

NOVEMBER 2025

SPEAKING SUCCES



#### **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

VERBAL COMMUNICATION
TONE - CLARITY - POLITENESS

NON-VERBAL COMMUNCATION
EYE CONTACT - POSTURE ACTIVE LISTENING

3 DIGITAL COMMUNICATION EMAIL - GROUP CHAT - VIDEO CALLS

ADAPTABILITY - DIVERSITY - AUTHENTICITY





#### A COMMON WORKPLACE SCENARIOS

INTROS - ELEVATOR PITCH MEETINGS FEEDBACK/CRITIQUES CONFLICT

#### **CULTERAL NUANCES**

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

#### **STAYING AUTHENTIC**

AUTHENITICITY 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"

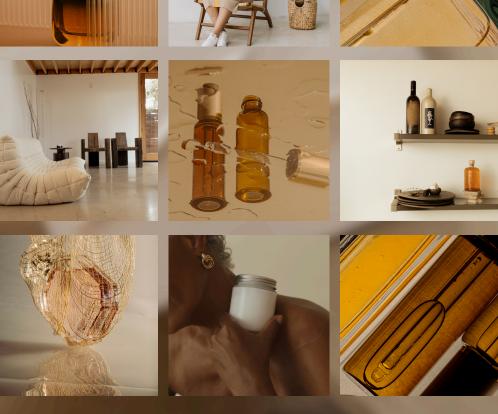
#### **POSITIVE EXPRESSIONS**

- 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?



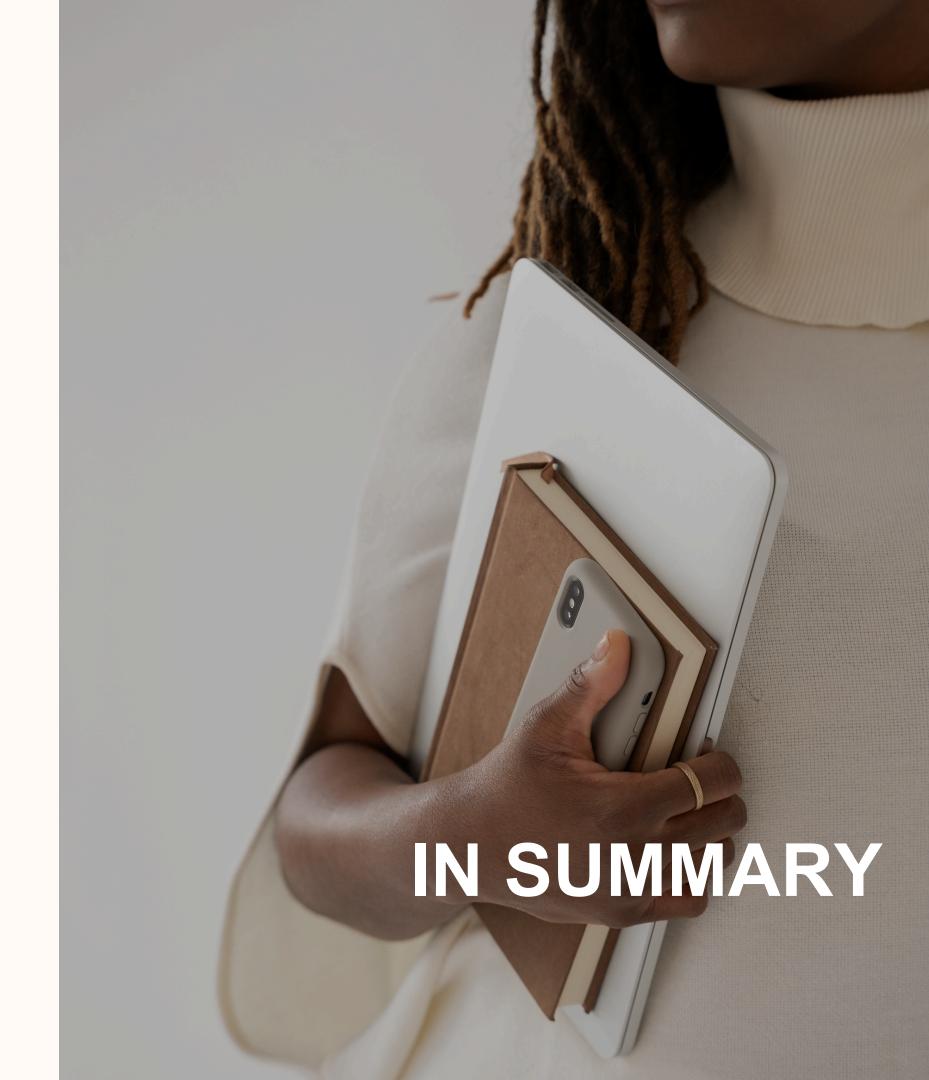
- COMMINIVATION = CONFIDENCE + CLARITY + RSPECT
- PROFESSIONAL COMMUNICATION = AUTHENITICY + ADAPTABILTY + AWARENESS

#### 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



## THANK YOU

NOVEMBER 2025

SPEAKING SUCCES