



# Tips on your boardroom experience



# Top 10 Tips to Improve your Boardroom Experience.



The boardroom can sometimes be an intimidating place and an experience you'd rather avoid. Let's change your mindset to being empowered in the boardroom, to full confidence and ownership of your experience and the perfect opportunity to put your brand on show!

A productive, confident, on point meeting in the boardroom can add immeasurable kudos to your professional brand as well as who you are as a leader and an expert in your field. Take this meeting opportunity with your senior leaders, executives and colleagues as your time to shine.



- Be prepared for all questions, comments and discussion points where possible. If you know your audience well and know what they'll be seeking, think ahead of time and devise possible answer scenarios. Go above and beyond with your preparation.
- Take things 'off line' when required. When a conversation starts to go off topic it can alienate some people in the room as well as push the meeting into overtime. Simply suggest an after meeting catch up to discuss things in more detail.
- Keep the waffle in the kitchen! There is nothing more frustrating for busy, time poor executives if a person is over explaining or adding in too many words and superlatives into their presentation. Stay on point and be succinct.
- Refrain from checking or using your mobile phone unless you have previously advised it's for note taking.
- Check your technology connections including videos prior to the meeting. Is there anything more embarrassing when technology fails on you....not a great start!
- Know your audience. If you're pitching an idea or a new product for example, know who's in the room to ensure you're pitching at the right level.



- If you're not presenting – listen, observe and speak last when appropriate. Gain the feel of the room, watch the body language of others, hear other points of view. Speak when you've had the time to make an informed, thoughtful contribution.
- If you are presenting, stick to the time and the topic. Shine by delivering your message / report professionally, on time and on point. Ensure PowerPoints are clear, concise and easy to read. If you observe fidgeting, less eye contact and interest being lost, it's your time to conclude.
- If you're new to being in the boardroom, seek feedback from your manager or a trusted colleague for improvement areas and development opportunities or praise for a great job!
- Engage all stakeholders where appropriate for discussion. Ensure key personnel have had their opportunity to state their position, ideas and thoughts on the agenda point. Feeling confident and know your stuff? Ask for the feedback you're seeking on a particular project or report and accept criticism or positive comments there and then in the meeting.



**To find out more tips, go deeper into this subject and much more, contact**

**Dione McCurdy - Career Coach and Strategist.**

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