

Being heard means speaking in a way that people want to listen to what you have to say.

But it can be hard to know how to contribute if you don't feel confident and you worry about how you come across.

"Being heard is not about speaking loudly; it's about saying something meaningful and creating space for others to listen."

Connson Chou Locke, author

5 ideas to help you get heard at work



1. Bookend meetings

Bookend your meetings by setting the tone at the start and summarising key takeaways at the end.

🔗 *First outline any key topics and objectives at the start*

🔗 *Then wrap up by summarising the discussion and actions at the end.*

Bookending meetings adds value and helps create clarity and direction to allow you to contribute in a more meaningful way.

2. Contribute with curiosity

Shift the pressure away from needing all the answers by focusing on thoughtful contributions instead.

Add value in meetings by sharing observations, highlighting data or connecting dots between ideas or past experiences. This sounds like:

🔗 *Have we thought about how we might approach xxx?*

🔗 *It'll be useful to get perspectives on how we'll manage xxx?*

🔗 *One area that I'd like to understand more is xxx?*

3. Find someone to create space

Ask someone you trust, like a manager or colleague, to help create opportunities for you to speak up and contribute in meetings.

Share your challenges and areas of expertise with them, and they can support you by inviting your input as and when.

Having an ally helps open doors to new opportunities where you can be at your brilliant best.

4. Build habits to get heard

Small, actionable habits can help you make an impact in conversations and meetings. This sounds like:

🔗 *Slowing your pace*

🔗 *Contrasting (bringing the opposite energy to other people in a meeting)*

🔗 *Summarising and being clear*

🔗 *Following up after meetings with your reflections and suggestions.*

Combining these habits help your contribution to be memorable.

5. Use more inclusive formats

Design your meetings to make sure that everyone has a chance to contribute.

Use formats like a *round-robin* where each person shares their input, or *brainwriting*, where everyone writes down ideas first and then shares them, to avoid dominant voices.

For example, in a planning meeting, ask everyone to write how they want the event to feel, then go around sharing responses to include all perspectives.

Coach yourself questions

When do I find it hard to get heard at work?



When do I feel most confident sharing my thoughts?

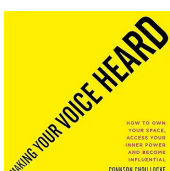


Recommended resources



How to get started with brainwriting

Interesting free resource by Future Forum



Making Your Voice Heard: How to Own Your Space, Access Your Inner Power and Become Influential

by Connson Chou Locke



Helen and Sarah share top tips to influence, generate support and stand out on episode #59 of Squiggly Careers.