MODULE OVERVIEW

Get your ideas heard in meetings

Adaptive module | ~20 min

A good idea poorly delivered disappears in a meeting, and the person who had it ends up going quiet. Not the big annual presentation, but the everyday kind of speaking up. That is the focus of this module: five words to replace, a breath before speaking, and the exact sentence to say when someone cuts you off. It also addresses the first obstacle, the voice in your head before the meeting.

LEARNING OBJECTIVES

01 Replace words that diminish you (“yes, but,” the conditional, the opening apology) with phrasing that asserts.

02 Cut metadiscourse, the phrases that announce your point, and craft your first ten seconds.

03 Build presence with posture, eye contact, breathing, and deliberate silence, in the room or on a video call.

04 Speak up at the right moment, hold your ground when interrupted, and convince your first audience: yourself.

WHO IT’S FOR

Anyone who wants their ideas to be heard in meetings, in the room or on a video call.

- **Prerequisite:** none

HOW THE MODULE WORKS

Self-paced, with practice tailored to each learner.

1 **Self-assessment**: on 9 dimensions, to gauge current habits and guide the practice.

2 **Expert video**: 10 minutes, with 3 pauses for reflection.

3 **Practice scenarios**: the first 2 chosen from the self-assessment, then 16 optional ones. Every answer gets feedback: what it leads to, and one way to improve.

4 **Dated commitment**: one action to try, written by the learner or picked from the suggestions.

5 **Memo to download**: key takeaways, questions, commitment, personal notes and checklists.

ASSESSMENT AND COMPLETION

Pass mark: 80%

The score takes into account your answers to the practice scenarios, your commitment and, where relevant, any additional learning activities. Passing requires a commitment and a score of at least 80%.

METHODS & MODELS

- Metadiscourse – Z. Harris (1959), developed by K. Hyland.
- Self-efficacy and inner dialogue – A. Bandura (1977).
- Afthonios framework: “barbed-wire words -> words that move things forward” grid + holding the floor.

SOURCES & REFERENCES

- Albert Mehrabian, 1967 studies on incongruent emotional messages: when words and body language contradict each other, people trust the body language
- Metadiscourse: an established concept in linguistics (Z. Harris, 1959; K. Hyland, Metadiscourse, 2005)
- “Barbed-wire words / words that move things forward”: terminology widely used in French-speaking professional coaching
- Graham Bodie (2010) – understanding public speaking anxiety and supporting people who experience it

Module created by Afthonios.com.

Content reviewed on 13 October 2026