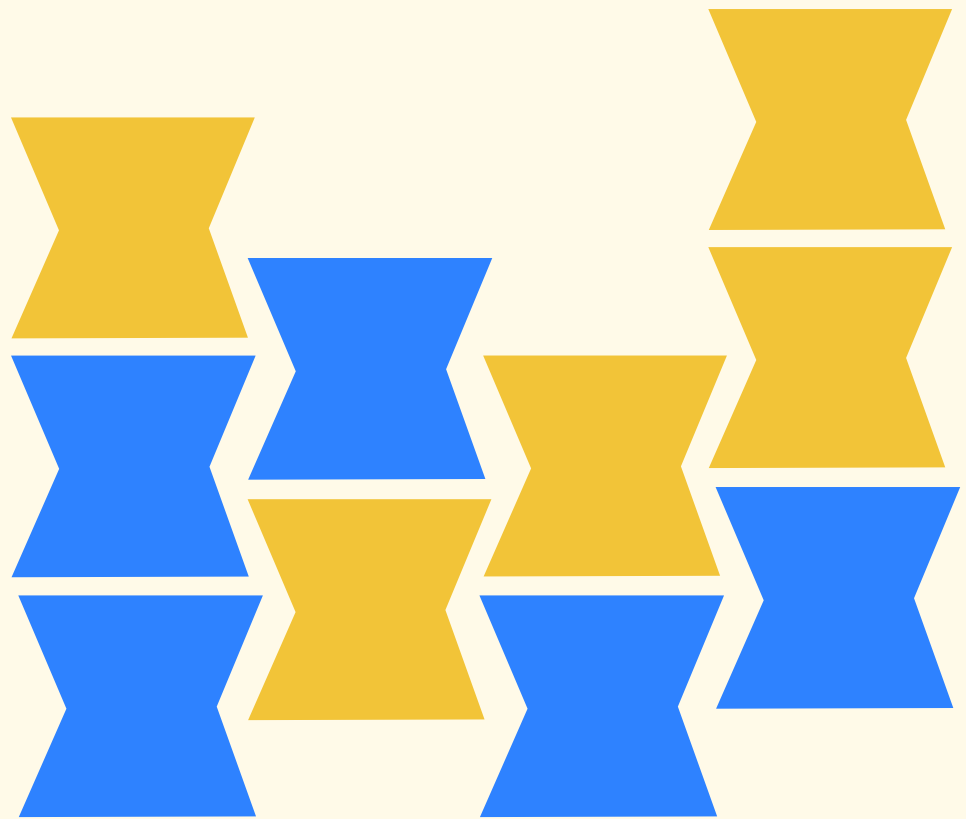


1:1 COACHING WORKBOOK

**iMPROV FOR
1:1 COACHING**



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work &
wellness.**

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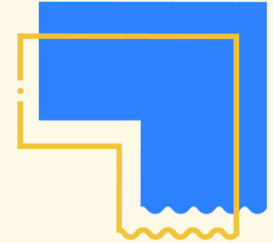
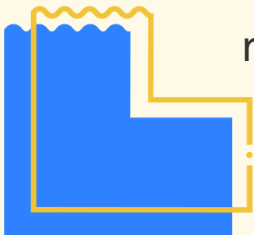


Welcome to your 1:1 Coaching journey

CONNECTION OVER PERFECTION

The improv skills we use on stage to spontaneously create stories are valuable for everyone.

Improv requires us to **be present**, to **listen** and to **co-create**. Our goal is to help you find and amplify your unique voice. Together, we'll strengthen your **communication** skills to inspire authentic **connection**, foster **personal growth**, and build collaborative relationships that resonate and thrive



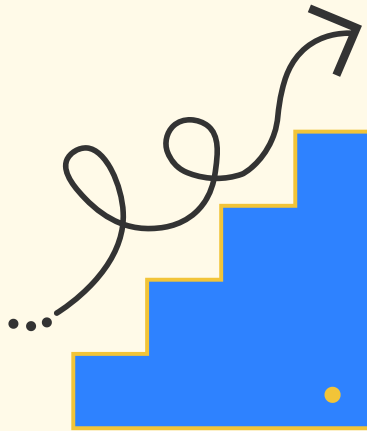


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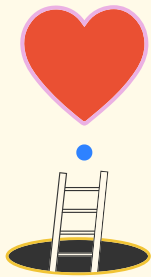
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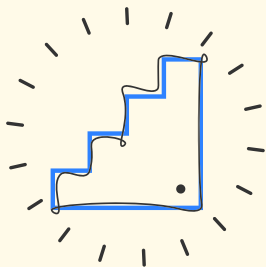
THE iMPROV MiNDSET

WHERE WILL YOU...



SEEK POSiTiViTY

Seek the good in each challenge, and approach every situation with curiosity and a 'yes, and' mindset—this opens doors to unexpected possibilities and solutions.



WELCOME MiSTAKES

Welcome mistakes as stepping stones toward growth; instead of fearing errors, use them as fuel to learn, adapt, and discover new ways to succeed



iNSPIRE YOUR AUDiENCE

Inspire your audience by shifting your focus from yourself to the impact you want to create in the room—think about how you can spark excitement, curiosity, or motivation in others, and let your energy be a gift that lights them up.



MODULE 1: **FiND YOUR VOiCE**



What do you want to say and how can you be heard?

MY VOICE PROFILE

Complete each statement with three different answers.

We will draw on your answers for exercises as part of the program.

Go with the first ideas that pop into your head!

1. I am a...

(roles, relationships)

a.

b.

c.

2. I have/give...

(qualities, objects / people you cherish)

a.

b.

c.

3. I like...

(nouns, objects)

a.

b.

c.

4. I believe in...

(values, truths)

a.

b.

c.

5. I can...

(actions, talents, skills)

a.

b.

c.

6. I remember...

(milestone memories)

a.

b.

c.

7. I fear/worry about...

(challenges, doubts, concerns)

a.

b.

c.

8. My purpose is to...

(work, life, community)

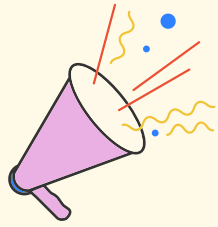
a.

b.

c.

ADDITIONAL QUESTIONS TO PONDER...

- Were you surprised by any of your answers?
- How do these statements help you understand who you are as a speaker?
- The first theme of our class is finding your voice. What is your definition of a "voice"?
- How do you use your voice currently?
- How does public speaking help to establish and share your voice?



APPENDIX:

VOCAL WARM-UPS

- → **GOAL:** Prepare your body, breath, and voice for effective presentations by improving clarity, resonance, and diaphragm support.
- → Choose 1-2 items from the following categories to create your vocal warm-up. For an added challenge, mix them up each week, add more items, or spend extra time on each one.

1. MOVE YOUR BODY

- Head & Shoulder Rolls: Gently roll your head in a circle and then rotate your shoulders forward and backward.
- Shake Down: Shake out hands, arms, legs, and feet to release tension.
- Dance: Dance to your favorite song for 1-2 minutes.
- Roll Downs: Slowly roll down from your head to touch the ground, then roll back up.

2. CONNECT TO YOUR BREATH

- Deep Breaths: Inhale deeply, exhale through the nose, repeat 3 times.
- Box Breathing: Inhale 4 counts, hold 4, exhale 4, relax 4 (4 rounds).
- Panting: Quick breaths, then add a "huh" sound (engage diaphragm).
- Hip-Pow: Stand or wall sit, focus on belly movement, and project "HIP-POW"

3. MOVE YOUR MOUTH, TONGUE & LIPS

- Jaw Massage: Gently massage and move your jaw side to side.
- Jaw Chews: Pretend to chew gum, gradually open wider.
- Peanut Butter Mouth: Using your tongue remove your pretend peanut butter. (10 seconds or longer).
- Lip Trills: Blow through loose lips with a humming sound.

4. CONNECT TO YOUR VOICE

- Vowel Sounds: Exaggerate your mouth shape using "A, E, I, O, U" for clear enunciation. (repeat x10)
- Humming: Play with pitch -- hills & valleys, go high & low.
- Passage Practice: Read aloud, emphasizing and exaggerating key words.
- Bappety Tappety: Bappety Tappety, Bappety Tappety, Bappety Tappety, Bap! Move through vowels A-E-I-O-U (Bap, Bep, Bip, Bop, Bup). Hit the BAP, P-sound and TAP and aim to speed up over the weeks)

CARING FOR YOUR VOICE

Your voice is your instrument.

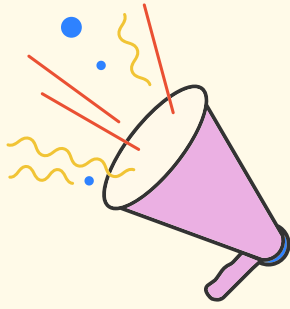
A great warm-up moves your body and gets you connected to your voice.

MOVE & CONNECT

- » Move Your Body
- » Connect To Your Breath
- » Move Your Mouth, Tongue, and Lips
- » Connect To Your Voice

DESIGN YOUR WARM-UP





ACTIVATE YOUR VOICE

Speaking with passion engages your audience, and anyone can do it. Record your discoveries and the tools you'll use to activate your voice.

• → • PACE

• → • EXPRESSION

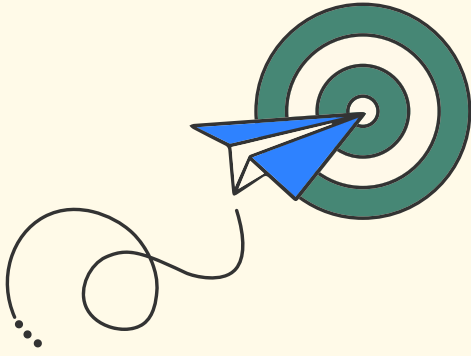
• → • WHERE AND WHEN WILL YOU SPEAK WITH PASSION?



MODULE 2: **CONNECT WITH YOUR AUDIENCE**



**How do you craft your message
and make it clear?**



PREPARE TO CONNECT

➤ **PURPOSE:** What is your intention for your talk?

➤ **AUDIENCE:** Who is my audience and why are they listening?

➤ **IMPACT:** What do you want to happen after the talk?

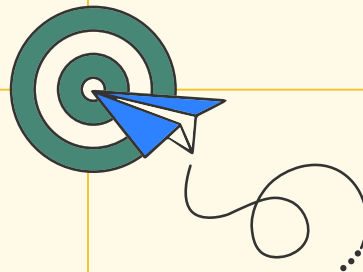


AUDIENCE ANALYSIS

What does my audience already know?
What experiences have they had recently?

What misconceptions or expectations /
entitlements does my audience have?

What is my audience feeling?
What are their fears and hopes?



What does my audience
need to hear from me?

THE FLOW OF A TALK



START WITH HEART



NAME THE TOPIC



POSITIVE PERSONAL POINT



SHARE ROAD MAP & AGENDA



BEAT 1 (*EVIDENCE / DATA / OPTION / STORY / SITUATION / EXAMPLE*)



BEAT 2



BEAT 3



REMIND US OF YOUR POSITIVE PERSONAL POINT



NEXT STEPS (*WHO, WHAT, WHEN*)

THE FLOW OF A TALK

ORGANIZE YOUR THINKING



START WITH HEART

- Begin by opening with a personal statement that is authentic to you.
- Capture the audience's attention through a compelling and relatable story or example. Could be about them, you, or your industry.
- Share the context - how did we get here? Where are we on the journey?



NAME THE TOPIC

- Clearly introduce the subject of your presentation by stating what you are here to discuss today.
- Make it obvious to set the boundary of the talk.



POSITIVE PERSONAL POINT (PPP)

- The ONE thing YOU want like them to remember about the topic.
- Explains *why* this topic is important to both you and your audience, and serves as a *guiding principle* about *how* the work will happen.
- Make it positive with the most compelling benefit or win to be realized.



GIVE A ROAD MAP & GUIDE US

- The agenda and body - the largest part of the talk.
- Provide an agenda with a clear structure of how you plan to achieve your vision and prove your Positive Personal Point.
- Return to the road map throughout the talk to keep engagement.



BEATS

- Evidence / data / option / story / situation / examples



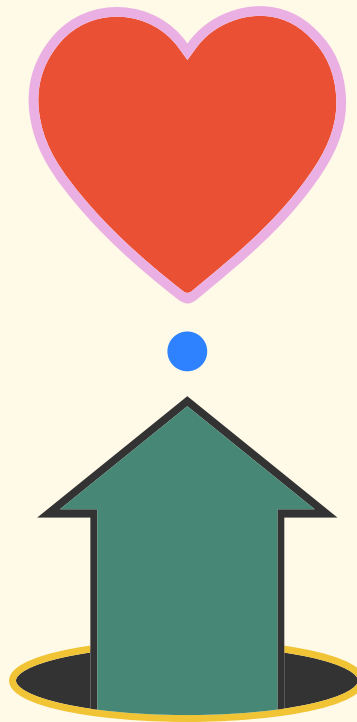
REMINDE US OF YOUR PPP

- Reiterate the Positive Personal Point, now that they've heard the data.



NEXT STEPS - WHO? WHAT? WHEN?

- Conclude your talk by outlining the actionable steps or takeaways your audience should consider after listening to you, or what you'll commit to do.
- Specify who should take these steps, what exactly needs to be done, and when they should do it.



MODULE 3: **START WITH HEART**



How do you establish quick rapport, engage the audience, and set the tone?



HOW TO START



CALM YOURSELF

Before Entering the Room:

- Connect with your breath.
- The Flow of Talk (Personal Positive Point)
- Intention



What's your pre-speaking motto?



CONNECT WITH YOUR AUDIENCE

Entering the Room

- Presence & Anchoring
- Body Language & Eye Contact
- Power of the Pause



What comes easily? What do you need to work on?



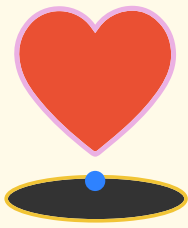
CONSIDER A STORY:

Capture their attention.

- Use story-based language: "Imagine...", "When I started here...", etc.
- The story can be about you, them, or the topic.
- Bring the momentum into the talk.



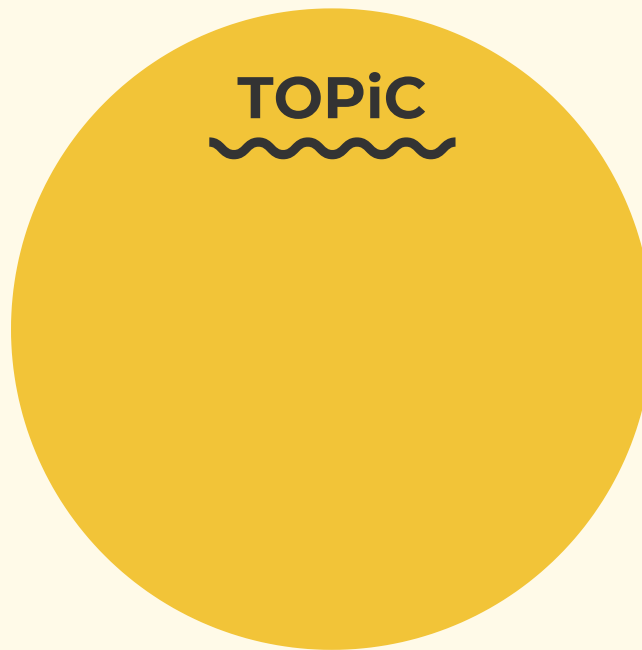
What is the moral or lesson of the story? Why this story?



HOW TO HEART

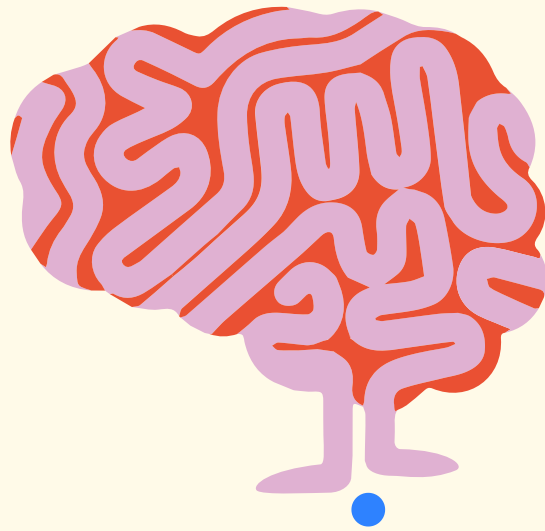
Starting with your heart is allowing yourself to be vulnerable, to listen, and to be present.

CIRCLE OF POSSIBILITIES



Free-flow talking reflection.

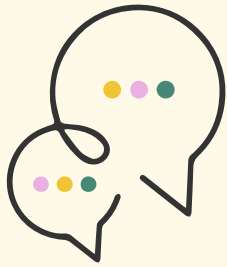
What worked for you Starting with Heart?



MODULE 4:
THiNK ON YOUR FEET
+ Q&A



How can you stay conversational when
you're put on the spot?



LISTEN & SHOW IT

The art of listening is the foundation of co-creation.

ON-RAMPING TOOL:

Your idea, contribution, or response needs an on-ramp.



repeat
rephrase
relate

Listen with your heart, then do one of the following:

repeat

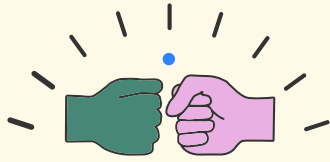
Play back one soundbite or phrase that the person just said.

rephrase

Reword a concept or point to check you've understood it.

relate

Share an experience that allows you to emphasize with the person, keeping the focus on them



QUESTION & ANSWER SESSIONS

Every question is a gift.

Questions reveal something about the asker when we LISTEN.



Step One Listen & Show It



Listen to fully receive the question

Why did they ask that?

What did you learn?



**repeat
rephrase
relate**

Show you listened

BREATHE - Repeat, Rephrase, Relate



Step Two Organize Your Answer



ANSWER THE QUESTION

Yes, No, Maybe, I don't know, It depends...



POSITIVE PERSONAL POINT

Why does that answer matter? "BECAUSE..."



GIVE A ROAD MAP

Agenda! Open to expert/teammate



NEXT STEPS

Who, what, when - "SO... I'll/ You/ We ..."



PREP SOME ANSWERS

Write a couple of questions below that you anticipate from your audience:

Practice organizing your answer below by following the steps:



START WITH HEART



ANSWER THE QUESTION



POSITIVE PERSONAL POINT



GIVE A ROAD MAP



NEXT STEPS



PEER COACHING GUIDE

CONTENT

- → • **Positive Personal Point**
Clear
Concise
Positive
Powerful
- → • **Language**
Relatable
Repeat words
Personal
- → • **Logic**
Clear
Connected
Trusted
- → • **Story**
Use of story
Memorable
Placed well
Connected to PPP

DELIVERY

- → • **Body Language**
Open
Confident
Expressive
Grounded
- → • **Eye Contact**
Creates connection
Sustained
Impactful
Warm
- → • **Expression and Tone**
Easy to hear
Engaging
Dynamic
Interested
- → • **Pace**
Easy to follow
Time to think
Conversational
Fillers



CONTINUE YOUR GROWTH

You are in control of your own learning journey!

Work with these suggestions for gradual integration into your daily routine. Embrace progress, and enjoy the transformative effects these practices can have on your communication skills and personal development.

- → **BUILD CONFIDENCE**
Each night share one thing you're proud of from the day and one thing you're looking forward to tomorrow. Create a safe space for your voice to grow and foster "I am enough" confidence.
- → **START THE DAY MINDFULLY**
Every morning, take 10 deep breaths to be present and kickstart your day. Set your intention without looking at your phone.
- → **PRACTICE IMPROVISING**
Engage active listening to co-create with someone and notice how it feels and the impact you make. Share control of the outcome.
- → **EVOLVE YOUR TALK**
Practice a talk of around 3 minutes in length with at least 2 test audiences.
Aim for connection, not perfection, and allow your talk to evolve.
- → **DEVELOP YOUR EMPATHY SKILLS**
Observe and interpret people's emotions through "people watching" to connect better with your audience in the moment.



Links to resources can be found on our website:
improvforworkandwellness.com/presentations-materials