



Building your Confidence

A 4-Week Online Course

I have put together an online course, with the same type of material that a two-day workshop or 8 session coaching programme on "Building your Confidence" would contain.

- It is a [four-week online course](#). Each week beginning on Monday and on the three subsequent Mondays I will email you notes and information on learning how to build your confidence. There will also be work for you to do. This work will be exercises as you would do during a workshop or coaching session. Quite a lot of the exercises, particularly those in the last two weeks are practical exercises where you get to demonstrate confidence in real-life situations.
- The work you can do in your [own time anytime during the week](#), and should take between 2 - 3 hours a week to complete. You don't have to do it all in one sitting and in fact it may be better not to.
- During the course of the programme - which means up until one month after the last session has been emailed to you, you can [email your queries, comments, issues, etc., to me, to which I will reply as if in a workshop or coaching session. Feel free to email anything as often as you need to. You can send an unlimited number of emails to me while you are busy with this online course.](#)

You need to register and pay before starting the programme. You can start the programme at any time.

This course is designed to help you build confidence in a variety of situations and is suitable for you if you want to build confidence in:

- Meeting new people
- Interviews
- Writing exams or oral exams
- Asking for what you want/need
- Speaking up in work meetings
- Asking for promotions
- Asking for pay increases
- Pursuing new hobbies
- Pursuing the career of your dreams
- All types of social situations
- Speaking to authority figures
- Etc.

The course is very practical and includes a lot of techniques such as: Self-motivation techniques; the cognitive triangle; visualisation; examples of confidence scripts; anxiety management techniques; the fear ladder and goal ladder; reframing techniques; and behaviour rehearsal, among others.

The outline of the 4 week programme is as follows:

Week 1: What is Confidence? Confidence vs arrogance. Why you need to be confident in the world today? Why we may not be confident? Who can learn to become confident (the answer is virtually everyone)? Self-motivation techniques and exercises. Thoughts and beliefs. The Cognitive Triangle. Challenging and changing thoughts and beliefs. With lots of exercises for you to do to understand your thinking around confidence.

Week 2: Self-belief. Your strengths and successes and how they can help you be confident. Your self-talk and the self-talk of a confident person. Learning new ways of thinking and speaking. Visualisation. Confidence script examples. Not taking things personally. Self-efficacy. Introduction to Behaviour Rehearsal and step change.



Week 3: From week 3 we start with getting you to practice being confident in the situations you want to be confident in. Fear ladder, goal ladder. Techniques to manage anxiety. And then we put it all together with a 5 step process to become confident in the situation you want to be confident in. We select step 1 of the goal ladder. We use the Cognitive Triangle to get your thoughts and beliefs right, as well as your feelings and behaviours, and put a script together for you to use in the situation you want to be confident in. Then you start with the role rehearsal leading up to and including the real-life situation. Once you have mastered step one of the goal ladder then you move onto step 2 and follow the process to master that step, and so on.

Week 4: In this last session we start by recapping what we have learned and what you have likely experienced. Then we look at all the possible outcomes from what you have done and how to deal with each possible outcome. We look at how your results create new thoughts and this feeds back into the thoughts of the Cognitive Triangle. After trying the first time and not getting the result you want people often feedback destructive thoughts. So we will look at how to interpret your outcome in a constructive way. We look at rewards and what to reward. And we look at tracking your actions as this can be very motivating - we often focus too much on how far we still need to go as opposed to how far we have come.

Contact: penny.holburn@live.co.za for more information or to book for the course. You can start the course at any time.