



PERSONAL IMPACT TOOLKIT

These resources will help you make the most of your time at the university by thinking about how you present and represent yourself at work.

If you require this document in an alternative format please contact
hrhelpline@ed.ac.uk

THE CREDIBILITY CYCLE

This article looks at the links between these reliability, responsibility and accountability and provides practical advice on how to master all three.

(3 mins)



BUILDING YOUR PROFILE

Build a strong profile at the University and beyond using these top tips.

(3mins)



BUILDING YOUR PERSONAL BRAND

Develop your own personal brand with this handy infographic

(5 mins)



ASSERTIVENESS SKILL BOOK

This interactive skill book will help you evaluate your assertiveness and practice assertive communication techniques

(60 mins)



ASSESSING MY CONFIDENCE

This self-assessment will help you gauge your confidence and identify areas where you could become more confident

(10 mins)



CONFIDENCE HACKS

This animated video provides eight tips that will help you be more confident at work.

(3 mins)



YOUR PRESENTATION SKILLS

This quick and easy interactive self-assessment helps you measure the effectiveness of your presentation skills. You can also give it to colleagues for their feedback on your presentation technique.

(10 mins)



PERSONAL EFFECTIVENESS TIPS

Personal branding and career expert Dorie Clark shares research-based best practices to help you establish your credibility and identify your blind spots.

(2.5 hours)

