



# Exploring Leadership

## COMMUNICATION: HOW TO INTRODUCE YOURSELF

When adults introduce themselves, it might seem simple, but for children and teens, it's not always so easy. We often assume they'll figure it out on their own, but introducing yourself is a skill that requires practice and guidance. With a little help, youth can learn to approach new social situations with confidence and ease.

### CONVERSATION STARTER:

Imagine you're at a party where you know only one person, and they've disappeared into another room. What do you do? Or picture being in a job interview or meeting where you don't know anyone—how do you approach introducing yourself?

Think about a time you were in a group of strangers with no one to introduce you. It probably felt uncomfortable, right? Now imagine having the tools to confidently step up and introduce yourself. That's what this lesson is all about—empowering youth to take charge of their introductions and make strong first impressions. Many don't do this because they simply haven't learned how, but it's a skill anyone can master.

### KEY OBJECTIVES:

- Understand and review the steps for a proper self-introduction.
- Practice and gain confidence in introducing themselves.

### WHAT YOU'LL NEED:

- Computer and projector
- Digital image of "How to Introduce Yourself" (see Appendix)
- Strips of paper with various social scenarios (e.g., school classroom, job interview, family reunion, elevator with a CEO)

## EXPLORATION ACTIVITY:

Practice turning awkward moments into confident introductions by role-playing different scenarios.

### FACILITATOR TIPS:

- Demonstrate a self-introduction in one or two scenarios to give participants a clear idea of what they should aim for.
- Emphasize that this activity is a low-pressure way to learn and practice an essential life skill.

- Display "How to Introduce Yourself" (see Appendix) on the projector and briefly explain each step. Discuss how introductions may differ between formal and casual settings.
- Pair participants and have each pair draw a strip of paper with a social scenario on it (e.g., a school classroom, job interview, neighborhood barbecue, dinner with the queen, elevator ride with the CEO).
- Role-play the scenario, taking turns introducing yourselves based on the situation on the strip. Remind participants to adjust their introductions to fit either a casual or formal context.
- After the role-play, have everyone mingle and introduce themselves to as many people as possible. Encourage participants to use the steps discussed earlier and practice confidence in their introductions.



## REFLECTION QUESTIONS:

- How confident were you when introducing yourself during the activity? Why?
- How did your body language or tone of voice affect your introduction?
- Which parts of the introduction felt natural, and which ones required more effort?
- Has anyone ever taught you how to introduce yourself before? If so, how?

## APPLICATION DISCUSSION:

- In what real-life situations could this skill help you most?
- How does a good introduction create a positive first impression?
- Why is it important to adjust your introduction based on the context of the situation?
- How might introductions differ when done in person compared to over email or on Zoom?



## CONCLUSION:

Introducing yourself might seem like a small action, but it can make a big impact. A well-thought-out introduction helps you stand out, whether at a casual event or a formal meeting. It sets the tone for building trust, creating positive connections, and opening doors to meaningful relationships. The more you practice, the more natural it becomes, so take every opportunity to refine your introduction skills. Whether at a gathering, a work meeting, or an interview, a confident introduction can lead to new opportunities and lasting relationships.

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## REFERENCES

- 7 Simple Steps to Teach Kids to Introduce Themselves: <https://sunshine-parenting.com/7-simple-steps-teach-kids-introduce/>
- 10 Easy Ways to Introduce Yourself Professionally & Casually: <https://techjobsfair.com/ways-introduce-yourself-professionally-casually/>
- How to Introduce Yourself in an Interview | Indeed Career Tips: [https://youtu.be/840PIPIDK\\_Y](https://youtu.be/840PIPIDK_Y) (12:18 minutes)
- How to Introduce Yourself! (Modern Manners w/ Amy Aniobi): <https://youtu.be/h3eXAD88SVQ> (2:29 minutes)



# APPENDIX: HOW TO INTRODUCE YOURSELF

A good introduction leaves a strong first impression, builds connections, and opens the door to further conversation.

## Context (Formal or Informal?):

Think about where you are. Is it a business meeting? An informal party? Your introduction should match the setting. You wouldn't say the same things at a job interview as you would at a barbecue.

## Body Language:

Stand up straight and face the person you're speaking to. Maintain an open posture, make eye contact, and smile. These small actions show confidence and make you appear approachable.

## Voice:

Speak clearly and confidently, loud enough to be heard without shouting. Start with a friendly greeting like, "Hi" or "Hello!"

## Handshake:

A warm, firm handshake is ideal when suitable, but in cases where physical contact isn't possible, consider alternatives like an elbow bump, wave, or friendly nod.

## Say Your "Opener":

Introduce yourself by sharing your name and something memorable, like your role, reason for being there, or connection to someone. This makes it easier for others to remember you.

- "I'm Sarah, and I'm applying for the administrative position."
- "I'm Carlos. I'm from out of town, but Megan is my cousin, and she invited me."
- "I'm Pat. I'm Vice-President of Student Affairs. Welcome to our school!"
- "My name is Angela. This is my first day at this school."

## Acknowledge & Ask:

If the other person doesn't introduce themselves, politely ask, "What's your name?" Then, use their name in a follow-up question to keep the conversation going.

- "Nice to meet you, Steven. How long have you worked at this company?"
- "It's great to meet you, Eileen. Are you a student officer at your school, too?"
- "Hello, Thomas! Will you join us for lunch?"