



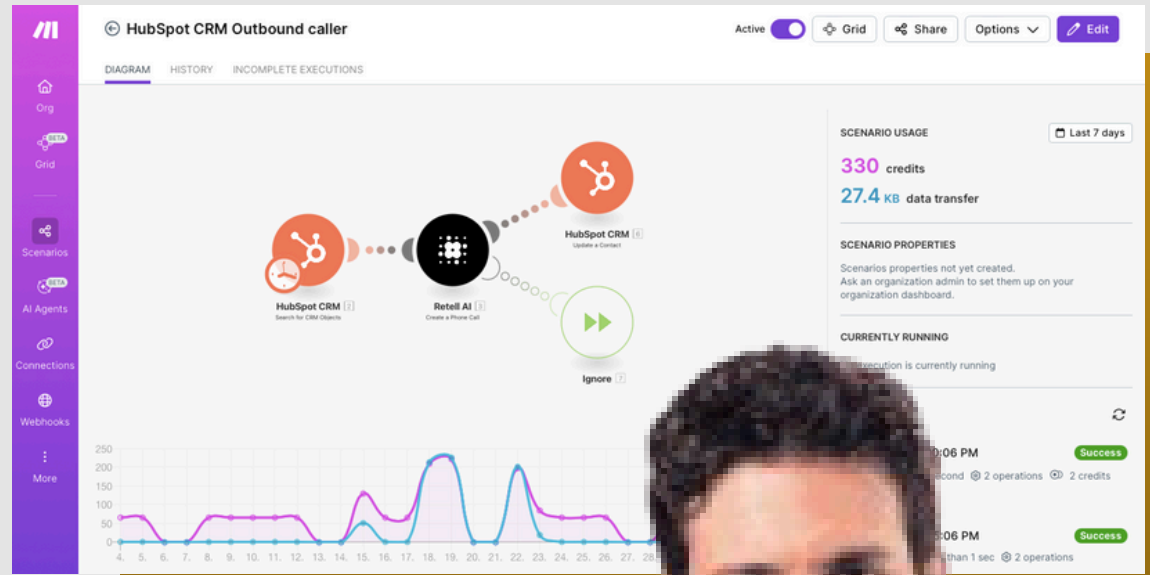
**JOB AID**

# PROFESSIONAL PRESENCE QUICK CHECK

A fast self-check to assess whether your first interaction sets the right expectations.

**Use When**

Preparing for a first call, meeting, or written introduction.



**Check for**

- Clear role identification
- Appropriate level of formality
- No unnecessary personal detail
- Clear indication of next steps

**Guidance**

- Default professional, then adapt
- Let the other party relax the tone first

**Reminder**

You can always loosen tone later.  
You can't easily recover credibility.

