the first one:

I give him some advice, The following steps may help:  
  
See the topic. The more you understand the topic you're going to talk about — and the more you care about the topic — the less likely you are to make a mistake or get off topic. And if you get off topic, you can come back quickly. Take some time to think about the questions the audience might ask and prepare your answers.  
Be tidy. Plan carefully the information you want to provide in advance of your speech, including any audio or visual props or aids you'll use. The more organized you are, the less nervous you will be. Use a chart on a small card to always stay on track. If possible, visit where you'll be giving your presentation and check what equipment is available before you present.  
March, then practice more. Practice your entire presentation several times. Practice your presentation in front of people you feel comfortable with, and ask for feedback. It may also help to practice with some people you're not very familiar with. Consider recording a video of your presentation so you can watch it and identify opportunities for improvement.  
Challenge specific fears. When you are afraid of something, you may overestimate the possibility of bad events. Make a list of specific concerns that you have. Then directly challenge them to identify possible and alternative outcomes, and any objective evidence to support each of your concerns or the possibility of the outcomes you fear.  
Visualize your success. Imagine that your presentation will go smoothly. Positive thoughts can help you reduce negative feelings about your performance in front of an audience and relieve you of some anxiety.  
Do some deep breathing. Deep breathing can be very calming. Take two or more deep, slow breaths before getting on the stage and while speaking.  
Focus on the material you are going to deliver, not the audience. People primarily focus their attention on the new information — not the way it is presented. So they may not notice your nervousness. And if the audience notices your nervousness, they may support you and want your presentation to succeed.  
Do not be afraid of a moment of silence. And if you get out of touch with what you're talking about or start to feel nervous and unable to remember, it may seem like you've stopped talking for good. But in reality, this situation may only last a few seconds. Even if it takes longer, the audience probably won't think to pause to think about what you're saying. Just take a few deep breaths slowly.  
Acknowledge your success. After you have finished speaking or presenting, encourage yourself. The performance may not be perfect, but the chances of success lie in staying away from criticizing yourself more than the audience does. And see if any of your concerns have already occurred. Everyone makes mistakes. See any mistake you made as an opportunity to improve your skills.

the second one

Motivation is a set of multiple means used by a particular enterprise or organization to provide

it to the workers to motivate them to produce better, Motivation aims to satisfy the workers in

one way or another in order to put in a lot of effort and effort. It is considered the main engine

of activity and effectiveness at work.

Methods I can use to help my colleague increase her self-confidence:

First: Stay away from negativity and deal with positivity and optimism.  
Second: talking about her strengths and working on showing and supporting them, because this will increase her self-confidence a lot and open her eyes to things that she might not have noticed.  
Third: Make her define the goal, whether it is small or big because  
Setting a goal in her sight determines what is the path and it will help her to identify the methods she can use to help her.  
Fourth: sharing and cooperation, because this will make her feel that she is a part of something, this is very important.  
Fifth: Good preparation, training, training, and training will make her very ready to present . It is possible to conduct an experiment in front of a small number of people because this will contribute to reducing stress or training in front of the mirror.