

Executive Presence & You

2-DAY IN-HOUSE SEMINAR

This highly-regarded two-day seminar provides key foundational skills for developing greater leadership presence and a more effective, impactful communication style with senior executives and key stakeholders. Participants gain awareness of their own leadership strengths and orientations, learn the multiple facets that influence executive-level perception and decision-making, and practice new techniques to remain calm yet focused under pressure. They come away with powerful tools to implement immediately on the job to enhance their communication effectiveness and personal presentation.



Appropriate For: Individuals at all organizational levels, but can be tailored for your specific audiences and levels of seniority.

SEMINAR FEATURES

- Our standard 2-day Seminar format accommodates up to 25 participants, or Workshop format for 6 to 12
- Select the title most appropriate for your audience, either **Executive Presence & You** or **Leadership Presence & You**
- Facilitated by one of our seasoned consultants (*for larger groups, we can include an Event Assistant*)
- Participant materials
- Pre-seminar conference call with sponsor to discuss specific audience and objectives
- Post-seminar debriefing call with sponsor for follow-up and reinforcement

COURSE OUTLINE

Day One

- What is Executive Presence and why is it vital?
- How poise, personal power and style affect your impact and influence with others
- Enhancing your body language, voice, dress and personal polish for greater credibility and stature with others
- Tools and techniques to improve verbal communication skills

- How to connect effectively with other personality styles and orientations

Day Two

- Poise under pressure—How to hold your focus and balance during difficult situations and rapid change
- Calibrating your audience, the environment and what's appropriate in different business and social situations
- Conversation starters for work and social situations
- How to communicate effectively in ad hoc or unexpected “spontaneous presentations”
- Thinking on your feet — How to respond appropriately when the pressure goes up