

Leadership Development for Work & Life

MARIE MORAN
& COMPANY LLC

Catalog of Workshops & Seminars

Marie Moran & Company, LLC (MMCo) is delighted to announce our array of Leadership, Communication, Executive Presence, and Going Global workshops and seminars for on-site presentation at your organization. Topics can be adapted for groups from 6 to 30. Where noted, workshops are also available as open enrollment (public) sessions for individual participant registration. Conference presentations from 1 to 4 hours are available for certain topics. We also package select workshops with one-on-one coaching and video-taping to augment the learning experience.

To learn more, call (888) 284-2442 to speak with our knowledgeable staff.

EXECUTIVE PRESENCE AND LEADERSHIP

Power of Your Presence Workshop

Our signature 3½-day small-group workshop assists individuals and leaders to enhance their executive presence, develop greater interpersonal impact and effectiveness, hone their presentation style, and develop more poise under pressure. Limited group sizes (with a maximum of 6-to-1 Facilitator ratio) ensure tailored, individual attention. The workshop features extensive practice exercises and one-on-one coaching with Facilitators, including private feedback on the video recording of an executive briefing. Participants gain self-awareness of their individual style and ways to enhance their impact and influence. They take away key communication principles to implement immediately, using proven and practical techniques for demonstrating a dynamic leadership style.



RECOMMENDED FORMATS

3½ Day Workshop for up to 12 Participants, 2 Facilitators

3½ Day Workshop for up to 6 Participants, 1 Facilitator

Also offered periodically as an MMCo Open Enrollment Event.

In-house workshops may also be packaged with Surveys, 1:1 Coaching and Follow-Up.

Executive Presence & You Seminar

This highly-regarded 2-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.



RECOMMENDED FORMATS

2-Day Seminar for up to 20 Participants

Small Group Workshop for 8 to 10 Participants

Also offered periodically as an MMCo Open Enrollment Event.

*For in-house groups, we select the title **Executive** or **Leadership** Presence most appropriate to your audience.*

Polished & Powerful Presentation Skills Seminar

For leaders and professionals who give presentations to customers, business partners, Board members and other key stakeholders, our **Polished & Powerful Presentation Skills Seminars** provide coaching and expert instruction to take your effectiveness to the next level. In addition to providing insights on how to organize your message and manage your visual aids, our talented team of consultants provide expert instruction on how to increase your stage presence, control the “butterflies”, add vocal and visual dynamics, handle tough questions, and tailor your message to a variety of audiences and industries.



RECOMMENDED FORMATS

Tailored Workshops for up to 12 participants
(includes video-taping and private coaching)

One or two-day Introductory Seminars for groups of 8 to 20 Participants

Stage Presence & You Seminar

If your role as a leader requires you to give presentations to groups larger than 30, we invite you to learn how to bring excellence to your high-profile speaking engagements. Presenting to large audiences, especially in more formal venues, requires advanced skills and knowledge not generally practiced in your day-to-day communications or casual presentation settings. MMCo's **Stage Presence & You** seminars and coaching services assist speakers to understand and prepare for the myriad of production requirements in auditoriums, theaters, or conference centers. Our clients learn techniques for rehearsing properly, relaxing fully, improving voice projection and body language, interacting effectively with audio visuals and production crews, adding interest and animation to their topic, and most importantly, owning the stage!



RECOMMENDED FORMATS

Group Seminar for up to 25 Participants – 1 Full seminar day followed by individual and peer coaching on subsequent days

2-Day Small Group Workshop with Coaching for 4 to 8 Presenters

On-site Event Coaching – Dress Rehearsals and Production Cues

To learn more about Executive Presence and Leadership,
contact us at **888.284.2442** or email **info@mariemoran.com**.

GOING GLOBAL

Characteristics of Effective Global Leaders Workshop



Characteristics of Effective Global Leaders

is appropriate for anyone involved in global staffing and decision-making, including leadership roles, country and region managers and key business staff members.

To properly recruit leaders for their global assignments, it's critical for today's organizations to recognize the key characteristics which make an individual the right choice for a global assignment. This is true whether the assignment is based at home or abroad. An individual who is highly effective within their own culture and environment can fail miserably in a global assignment for which they are not suited or properly prepared. During our informative presentation, we drill deeply into analyzing the key characteristics of truly effective global leaders and communicators. Audience members come away prepared to make wiser career and global staffing decisions, whether for themselves or others.

RECOMMENDED FORMATS

- 90-minute Conference Seminar
- Half-day Small Team Workshop

Avoiding Cross Cultural Misfires Workshop

In most companies today, executives and key employees are exposed to the international marketplace with all its cultural diversity. This can be a challenge for individuals who previously have operated primarily in non-diverse environments. Most other countries have cultural, religious and traditional practices that will be outside of one's own previous experience or understanding. This creates opportunities for communication and behavioral misfires that can cause business to break down or a new leader to not integrate easily into their new environment.



RECOMMENDED FORMATS

- 90-minute Conference Seminar
- Half-day Small Team Workshop

Enhancing Your Business Savvy Across Cultures Workshop



Going Global is appropriate for business people at all levels who work with cross-border or cross-cultural constituencies.

Our new **Going Global Workshop** is designed for those who operate in the global marketplace, communicating across borders and cultures. Participants learn how appropriate business practices, leadership and communication styles in their home country may be perceived quite differently abroad. They develop a heightened sensitivity to the expectations of business persons from other cultures, plus a greater skill set and the ability to calibrate, communicate and respond appropriately in diverse environments.

This workshop improves participants' cross-cultural awareness, which allows for enhanced mutual understanding, improved communication, better team and project management, and improved partnering with key customers and stakeholders abroad. We tailor the content to your specific audience and cultural environment(s).

RECOMMENDED FORMAT

5-Day Small Group Workshop for up to 15 Participants

Your Leadership Brand in a Foreign Land Workshop

When a move into the international marketplace is imminent, it is critical to understand that how an individual is perceived in their home country may translate poorly in a foreign assignment. Most countries have cultural, religious, business and traditional practices that will be outside of one's own previous exposure and understanding. To be effective, individuals must be prepared to adapt and modify their Leadership Brand and communication style when they travel or do business abroad.

As part of our International Leadership Training offerings, Your Leadership Brand in a Foreign Land is designed for individuals who operate in the global marketplace, communicating across borders and cultures. Participants will be exposed to specific concepts designed to heighten their cultural awareness and sensitivity in the global marketplace. This workshop is a must for today's global business person seeking to improve communications and build solid relationships with colleagues from other cultures.

RECOMMENDED FORMATS

90-minute Conference Seminar
Half-day Small Team Workshop

Power of Your Presence International Workshop



For individuals and leaders who communicate with business partners across cultures or borders, this workshop is a must!

Designed especially for individuals who operate in the global marketplace, communicating across borders and cultures, participants learn how a powerful and appropriate leadership communication style in their home country may be perceived quite differently abroad!

Topics include:

- Presenting to a culturally diverse audience
- Handling pressure and ambiguity with poise and presence
- How to enhance rapport and minimize miscommunications
- Managing questions or dissent in a culturally appropriate manner

Participants come away with a heightened sensitivity to the expectations of stakeholders from specific different cultures, and greater ability to communicate, present ideas and respond appropriately with culturally diverse audiences.

RECOMMENDED FORMAT

4-Day Workshop for up to 15 participants
Tailored to your audience and culture

To learn more about Going Global,
contact us at **888.284.2442** or email **info@mariemoran.com**.

INDIVIDUAL AND TEAM EFFECTIVENESS

Persuading with Power & Principle Workshop

This workshop is designed to increase participants' ability to effectively impact and persuade stakeholders in a variety of business situations. Key topics include: How to build in the WIIFM ("What's In It For Me?") for others; why Idea Ownership is critical in persuasion; calibrating the optimum pacing to inform and persuade; adjusting your style to your audience; and how to use a consultative approach versus a traditional sales push. Participants come away with tools for recognizing "where their audience is," discovery and rapport skills to rapidly enhance relationships, and the ability to achieve mutually profitable outcomes with stakeholders. This workshop is **appropriate for individual contributors and leaders**, and can be tailored to your specific audience upon request.

RECOMMENDED FORMATS

1 or 2-Day Small Group Workshop for 6 to 12 Participants

1 or 2-Day Seminar for up to 25 Participants

Offered as a tailored 2-Day workshop with expanded content and experiential exercises.

Conflict & Collaboration Workshop

During this 2-day workshop, business professionals learn practical communication and collaboration tools for becoming more "Conflict Hearty," and techniques for "holding with the heat" when dealing with difficult situations or co-workers. Participants identify their own conflict style and learn to recognize the specific dimensions of organizational conflicts, including both the root issues of conflict and the fundamental "people dynamics." During workshop exercises, participants use real-life situations to analyze how building on common ground, using discovery questions and rapport skills can achieve mutually satisfying outcomes with customers and stakeholders. Participants come away with techniques for building greater ease when navigating the dynamics of any persuasion and conflict situation.

This workshop is **appropriate for all business professionals** and is currently available as an in-house offering that can be **tailored to your group or organization**.

RECOMMENDED FORMATS

2-Day Workshop for up to 12 Participants

1-Day Seminar on Conflict Only for up to 20 Participants

Behavioral Styles & You Seminar

Do you manage a diverse work team and want to increase collaboration? Do you and your team desire more positive impact with your key stakeholders? If so, it's vital to expand your understanding of how individuals with contrasting Behavioral Styles see the world through very different perspectives. In our **Behavioral Styles & You Seminar**, you and your team members become sensitized to the impact of their own behavioral style on others, and how to adapt their own preferred approach to be more adept at managing communications with others. MMCos' user-friendly Behavioral Styles Survey and seminar materials are included in your seminar package.

RECOMMENDED FORMATS

Small group format with 8 to 10 participants; larger seminar format for up to 20 participants.

Recommended workshop length is based on amount of content and interaction desired. Options range from introductory half-day sessions to in-depth 2-day workshops.

One and two-day formats include additional pre-work and tailoring for your group.

Building Your Business Savvy Seminar

Every organization seeks to build bench strength with individuals who possess not only talent and experience but business and organizational savvy as well! This lively 1-day seminar features invaluable perspectives from our founder, Marie Moran.



This 1-day seminar is **suitable for individuals at all organizational levels** (and will stimulate great conversation among your own **seasoned leaders**), and is particularly appropriate for **emerging leaders** who haven't yet acquired "the wisdom of the ages."

RECOMMENDED FORMATS

1-Day In-House Seminar for up to 25 Participants

2-Day Workshop with 1:1 Coaching for up to 8 Participants

To learn more about Individual and Team Effectiveness,
contact us at **888.284.2442** or email **info@mariemoran.com**.

EMBRACING THE NEW AND CHANGE

Embracing the New Workshop



We also offer a specialized version, Embracing the New for Leaders, for intact leadership teams.

This unique and timely 3-day offering is designed for individuals and team leaders who face major or on-going organizational change and the new pressures that come with it. By providing tools to manage both the concrete (structured) and subjective (feeling) aspects of change, participants learn to address their current challenges by learning rapidly and responding nimbly. Exercises feature MMCo's unique 7D Model for Navigating Change as a roadmap for individuals and teams to chart their course. Workshop topics include: How to hold with the pressures and uncertainty; adapting to new people and processes; learning to "stay in Discovery" and follow the new vision; clarifying your direction; overcoming drains and distractions; and how to remain a robust learning leader providing powerful inspiration and demonstration for others.

This workshop for individuals and team leaders can be tailored for your group as a stand-alone event, or as part of a broadened approach in our Organizational Change Consulting Packages.

RECOMMENDED FORMAT

3-Day Workshop for up to 15 Participants

Essentials of Managing Change Workshop

For companies embarking on change initiatives with far-reaching and deep impact, this workshop is our introduction to the dynamics of change. Participants learn to recognize the stages of change and typical reactions to change, how to manage those reactions within themselves, and what processes can ease the strain in others to inspire a fresh and uplifting perspective among co-workers. Leaders come away with a foundational understanding of change management dynamics, and what change requires of them in their roles as people and process managers.

RECOMMENDED FORMATS

2-Day Workshop for up to 12 Leaders

2-Day Seminar for up to 25 Leaders

Our 2-Day workshop is tailored for your team or organization. It can be combined with our Organizational Change Consulting Package.

WORK AND LIFE BALANCE

Avoiding Burnout & Managing Workplace Pressure Seminar



This seminar can be tailored for in-house groups to enhance teamwork, communication and productivity.

This 2-day revitalizing seminar is targeted for individuals and leaders working in today's high pressure, high-output, and rapidly changing work environments. Participants identify specific factors which contribute to personal and workplace stress and burnout. They then learn ways to implement personal balance tools and practices to reduce the negative effects of prolonged pressure, change and uncertainty. During practice exercises, participants learn proven communication and conflict tools for handling difficult situations with co-workers. They come away with enhanced motivation and energy, increased compassion and personal effectiveness, and the ability to maintain a balanced, uplifting presence back on the job.

RECOMMENDED FORMATS

2-Day In-House Workshop for 8-12 Participants

1-Day Introductory Seminar for up to 25 Participants

Recharge & Renewal[®] for Health Care Professionals

Avoiding Burnout & Managing Workplace Pressure

This 2-day seminar is similar to the above mentioned seminar, but targeted for frontline clinical personnel and team leaders working in today's high pressure, high-output, and rapidly changing health care environments.



Appropriate for: All levels, from front-line clinical personnel to leaders managing the wellness of their workforce.

RECOMMENDED FORMATS

2-day Seminar format for up to 25 participants;

2-day Workshop format accommodates 6 to 12

Marie Moran & Company, LLC (MMCo) is a Southern California based consulting firm providing customized training and consulting services to both entrepreneurial and Fortune 500 companies in all industries. Our vision is to bring excellence, ease, accountability and effectiveness into today's workplace. We accomplish this through cutting-edge workshops, one-on-one coaching, and consulting.

Founder Marie Moran is an internationally recognized expert in executive presence, communications, presentation skills and leadership. Ms. Moran has assembled a cadre of highly seasoned consultants, each representing decades of experience in executive coaching and workshop facilitation. MMCo's talented consulting staff serves a diverse client base which includes Banking, Manufacturing, Medical Technology, Pharmaceuticals, Real Estate, Restaurant, Insurance, Retail, and Health Care.

To learn more, visit us online at www.mariemoran.com
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