



Executive Presence & You Workshop Outline

Executive poise and presence are essential for today's business leaders. At the **Executive Presence & You** workshop, you'll learn key principles and practical techniques that rapidly enhance your executive presence and leadership effectiveness. Our small group format is designed to immediately improve your communication skills and take your personal power and impact to the next level.

WORKSHOP OBJECTIVES

- *Increase your executive presence, poise and polish*
- *Increase your personal impact and connection with stakeholders*
- *Learn techniques for speaking on your feet and responding effectively under pressure*
- *Identify your personal strengths to leverage, and areas for continued refinement*

DAY ONE

Morning Session

A. Welcome/Introduction

- Overview of the workshop
- Accelerated Learning tools and principles to use in this workshop (and beyond)
- Participants' introductions and goals for the workshop
- Executive presence – What it is and why it is vital in today's business environment
- The Perception Model – How your presentation, your communication style and your character shape the way others view you

B. Types of Power and Leadership Impact

- How corporate culture, work environment and customer base affect your use of power and influence
- Calibrating the various environments in which you work, and what is expected or required as a leader
- Identifying the six types of leadership power available to you as a business professional
- How your power and impact can be enhanced or diminished
- Identifying the specific types of power you currently use, and which ones to strengthen
- Career Stages: How your use of power and leadership behaviors evolve as you navigate through your career

DAY ONE

Afternoon Session

C. Physical Presence and Inspiration Power

- Identifying the three V's of communication – visual, vocal and verbal
- Assessing the impact of your non-verbal behavior
- Posture, gestures, and eye contact skills for enhancing your presence
- Using proper breath support for enhanced projection and inflection
- Understanding the role of dress and grooming in your overall presence and in more formal environments

D. Communication Principles to Enhance Your Effectiveness

- What Senior Executives expect – overall and in communications
- Understanding the listening styles of others and responding accordingly
- Presenting your ideas effectively by using a *Roadmap Model*

E. Homework Assignments

DAY TWO

Morning Session

F. How Your Behavioral Style Impacts Presence and Persuasion

- How to identify the four primary behavioral styles
- Understanding what the different orientations strive for – personally and in work situations
- Behavioral Style Survey – to assess your own style
- Recognizing your own style and its impact on others
- Calibrating the behavioral styles of your stakeholders and co-workers to better connect and motivate

DAY TWO

Afternoon Session

G. Presence, Energy, and Personal Alignment

- Leadership principles for personal balance and “Holding Power” in the face of increased pressure and challenging situations
- Identifying specific situations where you tend to shut down or lose presence and poise
- Energizers and focus techniques for increasing energy and restoring your balance and poise
- Overcoming the “Awe Factor” and other limiting beliefs which block your power and presence

H. Social Skills and Conversation Starters

- Using the Communication Funnel to guide a conversation with rapport and connection
- How to start and guide conversations with senior executives, peers and stakeholders
- Reading the other person's style to determine how best to engage with them

I. Homework Assignments

DAY THREE
Morning Session

J. Enhancing Leadership Style

- How to use Acknowledgement Language to keep rapport high when you see things differently
- Using Discovery Questions to facilitate and lead communications
- Tips for more effective interactions with senior executives, for managing cross-functionally, or for enhancing impact with external stakeholders (clients, board members, business partners)

K. Thinking Effectively on Your Feet/Presentation Exercises

- Guidelines for handling Spontaneous ("ad hoc") Presentation situations
- How and when to Build in Response Time before answering
- Practice exercises for thinking on your feet
- Participants deliver a prepared 5-minute *videotaped stand-up presentation*, fielding questions

L. Wrap-Up

- Participants acknowledge the strengths and development they've observed in themselves and each other during the workshop
- Ways to keep the learning alive after the workshop
- Closing exercise; Adjourn Group Session

DAY THREE
Afternoon Session

M. Private Feedback Sessions (1:30 to 5:00 PM)

- Participants meet one-on-one with the consultant to review their taped presentation, discuss their specific growth areas, and begin working on action plans
(each session approximately 45 minutes)

DAY FOUR
All Day

N. Private Feedback Sessions (8:00 AM to 3:30 PM)

- Participants meet one-on-one with the consultant to review their taped presentation, discuss their specific growth areas, and begin working on action plans
(each session approximately 45 minutes)