Power of Your Presence Essentials
Seminar Overview

Developing poise and presence is essential for business professionals and leaders in today's marketplace. Our ***Power of Your Presence Essentials Seminar*** provides the knowledge and tools to enhance your presence and communication skills, and to lead with positive impact.

In this 2½-day seminar, you'll learn how to impact and influence leaders, key stakeholders, and peers, while demonstrating a polished and powerful presence.

SEMINAR OBJECTIVES

- *Enhance your professional presence and impact*
- *Strengthen your communication and influence skills*
- *Build your poise and polish under pressure*

DAY ONE

A. Welcome/Introduction

- Course overview, participant introductions and objectives
- What is "Leadership Presence?" — Identifying its components and which aspects you'd most like to develop

B. The Power of Perception

- Perception and You — How others form perceptions and why that matters
- The six types of power and their use in the workplace; self-analysis exercise
- What does your organization currently look for in emerging leaders?
- Analyzing the impact of your environment, your audience and your role when communicating in-person
- Understanding how others perceive you during virtual meetings and presentations

C. Building Your Inspiration Power

- Enhancing your posture and command presence — Tips and practice exercises
- Using gestures and movement with poise and refinement
- Eye contact guidelines
- Communication effectiveness
  - Using the Roadmap for conciseness and clarity (practice exercise)
  - Discovery Questions for enhancing rapport and exchange
- Virtual presentations – Best Practices to engage and positively impact your audience

D. Homework Assignments

DAY TWO

E. Building Your Self-Awareness, Sensitivity and Relationship Power

- Calibrating your audience, the environment and what's appropriate or required in a variety of settings
- Behavioral Styles — How to identify the four primary styles
- How your style impacts presence and influencing others
- Self-Assessment Survey results
- When and how to adjust your style to motivate others
- Investing time to understand the perspectives of others in impact/influence situations

F. Building Your Holding Power

- Identifying triggers which throw you off-balance, and analyzing the costs to you in terms of your energy, presence and productivity when "out-of-alignment"
- Using a variety of Focus Tools to regain your presence, poise and balance

DAY THREE

Morning

G. Handling Social Situations with Poise

- Using effective questions to build the exchange and connection
- Guidelines for different settings and individuals
- Conversation starters for all occasions

H. Speaking on Your Feet and Under Pressure

- What is a "Spontaneous Presentation?"
- Guidelines for effectively thinking on your feet
- Building in response time for *ad hoc* questions
- Practice exercises

I. Wrap-Up and Closing

- Personal growth action plans to enhance your leadership presence
- Follow-up offerings to reinforce your learning

Afternoon

J. One-on-One Coaching Appointments *(on request)*