

Power of Your Presence Workshop Outline

Executive poise and presence are essential for today's business leaders. At the **Power of Your Presence** 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 to the next level. This is our signature small group intensive workshop – the most frequently requested by clients for their high-potential emerging leaders.

WORKSHOP OBJECTIVES

- *Increase your executive presence, poise and polish*
- *Increase your personal impact and connection with stakeholders*
- *Enhance your ability to establish rapport and persuade others, especially in conflict or cross-functional situations*
- *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

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
- Leadership 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 the use of power and influence
- Calibrating the environments in which you work and what is expected or required
- 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 (continued)

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*

DAY TWO

E. 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

F. 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

G. Private Feedback Sessions

- Participants discuss their specific growth objectives for the workshop with our facilitator, and receive facilitator feedback on style and individual areas for development

DAY THREE

H. 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 5-minute *videotaped stand-up presentation*, fielding questions

I. 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
- How to bridge to others' orientations to enhance rapport, communication and persuasion
- Tips for more effective interactions with senior executives, for managing cross-functionally, or for enhancing impact with external stakeholders (clients, board members, business partners)

J. Private Feedback Sessions

- Participants meet with the facilitator to review their taped presentation, discuss their growth areas, and begin working on action plans

DAY FOUR

K. 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, or with anyone you'd like to know better
- Reading the other person's style to determine how best to engage with them
- How and why to balance your "talk time" with others

L. Advanced Persuasion Skills

- Partner Exercise – Participants debrief Enhancing Impact & Influence handouts, applying new tools and perspectives to their situations
- Ways to maintain your balance in the face of audience resistance and objections to your ideas
- How to handle challenging questions with poise while strengthening rapport
- Presentation exercise applying Acknowledgment Language, Discovery and Rapport skills

M. Wrap-Up

- Participants acknowledge the strengths and development they've observed in themselves and each other over the last three days
- Ways to keep the learning alive after the workshop
- Closing exercise; Adjourn

To learn more about **Power of Your Presence**, please visit us at mariemoran.com