

Executive Presence & You Seminar Outline

Developing poise and presence is essential for today's business professional. *Executive Presence & You* gives you the knowledge and tools to enhance your presence and communication skills, and to lead with positive impact – especially under pressure.

This two-day seminar provides the foundation for people at all organizational levels to command the respect of clients and co-workers, and remain balanced under pressure. Attendees learn how to impact and influence those in executive positions, while demonstrating a more polished and powerful executive presence.

SEMINAR OBJECTIVES

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

DAY ONE

A. Welcome/Introduction

- Course overview, participant introductions and objectives
- What is “Executive Presence?” – Identifying its components and which ones you’d most like to develop

B. The Power of Perception

- Perception and You – How others form perceptions and why that is important to you
- The six types of power and their use in the workplace; self-analysis exercise
- How Inspiration Power and executive presence go together
- What does your organization look for in emerging leaders today?

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
- Tips to enhance your voice projection
- Communication effectiveness
 - Monitoring your “talk time” with others
 - Using the Roadmap for conciseness and clarity (practice exercise)
 - Discovery Questions for enhancing rapport and exchange

DAY TWO

D. Building Your Relationship Power

- Calibrating your audience, the environment and what's appropriate in a variety of settings
- Behavioral Styles – How to identify the four primary styles
- How your style impacts presence and influencing others
- Conversation starters for different settings
- Investing time to understand the perspectives of others in impact/influence situations

E. Building Your Holding Power

- What throws you off balance, and what are the costs to you in terms of your energy and presence?
- How to use Focus Tools to regain presence, poise, and personal alignment

F. Speaking on Your Feet & Under Pressure

- What is a "Spontaneous Presentation?"
- Guidelines for effective thinking on your feet
- Building in response time for *ad hoc* situations (practice exercises)

G. Putting It All Together

- Tips to enhance your leadership visibility within the organization
- Personal growth action items to enhance your executive presence
- How to keep the learning alive after the seminar