



## OVERVIEW

This one-and-a-half-day program is designed for middle and senior leaders to enhance their executive presence.

### By the end of this workshop participants will be able to:

- Describe the attributes of executive presence
- Analyze the 20 most common behavioral flaws that limit a leader's growth
- Effectively seek feedback on their performance
- Identify the critical skills and values necessary in more senior leader roles
- Write in a more structured and compelling manner
- Use language clearly and concisely
- Adept their writing to different types of readers
- Assess and improve their verbal, visual and vocal skills
- Practice presenting complex ideas in a straightforward and accessible manner
- Learn how to respond effectively "on the fly"

## PROGRAM FLOW: KEY CONTENT AREAS

### Welcome

- Introduction, learning objectives

### Executive Presence

- What you know – technical knowledge
- What you show – communication
- Commitment to grow – getting feedback

### What Got You Here Won't Get You There

- 20 common behavioral flaws
- Intention vs observable behaviors
- Emotional intelligence

### Teachability

- Seeking feedback – *Johari Window, Blind Spots, How to/how to not solicit*

### Business Writing

- What our writing says about us
- What our writing says about the reader
- Structure and storyboarding
- Using headers
- Grammar
- Active vs passive construction
- Making the complex simple

### Presentations

- Visual (presence, gestures, open face)
- Vocal (tone, inflection, volume)
- Verbal (structural presentation – making it stick, curse of knowledge, speaking in threes)

### Speaking on Your Feet

- Gathering your thoughts
- Using constructs
- Leveraging facilitative techniques

### Workshop Close