



## OVERVIEW

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

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

- Describe the attributes of Leadership Presence
- Analyze the 20 most common behavioral flaws that limit a leader's growth
- Identify the problem with using jargon and buzzwords to communicate
- Recognize the impact of a fixed vs. growth mindset
- Understand and assess the key drivers of emotional intelligence
- Write in a more structured and compelling manner
- Use language clearly and concisely
- Adapt 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

## PROGRAM FLOW: KEY CONTENT AREAS

### Welcome

- Introduction, Learning Objectives

### Leadership Presence

- What You Know
- What You Show
- Commitment to Grow

### Trust

- Stated Values vs. Values in Action
- Objective vs. Subjective Integrity

### What You Show

- Technical Credibility
- Reputation, Resume and Results
- Jargon and Buzzwords—Jargon Madness

### Commitment to Grow

- 20 Common Behavioral Flaws
- Growth vs. Fixed
- Teachability
- Emotional Intelligence
- Self-Assessment
- Ladder of Inference
- Managing Perceptions

### Business Writing

- What Our Writing Says About Us
- Who is the Reader?
- Grammar
- Active vs. Passive Construction
- Making the Complex Simple

### Presentations

- Visual (Presence, Gestures, Open Face)
- Vocal (Tone, Inflection, Volume)
- Verbal
  - Structure Presentation—Making It Stick*
  - Curse of Knowledge*
  - Speaking in Threes*

### Speaking on Your Feet

- Gathering Your Thoughts
- Using Constructs
- Leveraging Facilitative Techniques

### Workshop Close