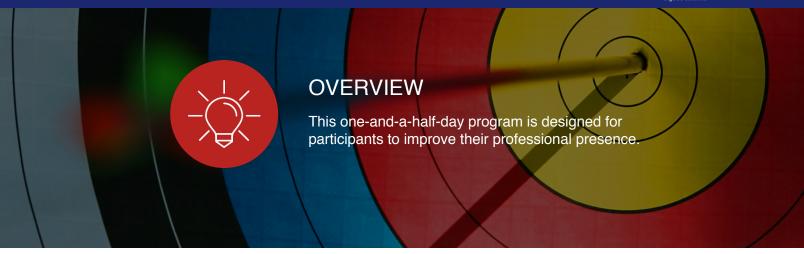
# Professional Presence // Skills





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

- Describe the attributes of Presence
- Articulate how they want to be perceived
- Analyze unproductive relationships and their role
- Examine ways in which they currently break trust
- 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 using "speaking in threes" to communicate more effectively
- Identify the problem with using jargon and buzzwords
- Recognize the impact of a fixed vs. growth mindset
- Manage feedback they receive more effectively
- Analyze the 13 most common behavioral flaws that limit a growth

### PROGRAM FLOW: KEY CONTENT AREAS

#### Welcome

Introduction, learning objectives

#### **Presence Model**

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

#### **Perception Management**

- You Own How You Are Perceived
- We Teach People How to Treat Us
- Three Words and Relationship to Personal Brand

#### It Starts with Trust

- Three-Legged Stool
- Personal and Ethical

### What You Know

- Technical Credibility
- Reputation, Resume or Results
- Power of Vulnerability
- Table Practice

#### What You Show – Writing

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

#### What You Show - Presenting

- Visual (Presence, Gestures, Open Face)
- Vocal (Tone, Inflection, Volume)
- Verbal Structure Presentation Curse of Knowledge Speaking in Threes Using Constructs—Practice

#### **Commitment to Grow**

- 13 Common Behavior Flaws
- · Growth vs. Fixed Mindset Review
- Understanding "Triggers"
- Seeking and Managing Feedback

#### **Workshop Close**