



## Mastering Executive Presence: Elevate Your Impact and Influence

### Course Overview

"Elevating Your Executive Presence for Professional Career Growth" is a dynamic 2-day program designed to empower professionals with the essential skills to enhance their executive presence. This comprehensive course integrates practical exercises, discussions, and case studies to foster a deeper understanding and application of executive presence principles.

Participants will delve into crucial aspects of gravitas, communication, and appearance to refine their leadership abilities and thrive in their professional endeavours. Through interactive sessions led by experienced facilitators, attendees will gain actionable insights to elevate their impact and influence within their organizations and beyond.

### Learning Objectives

- Define the components of executive presence and its significance in professional settings.
- Cultivate gravitas to exude confidence, credibility, and authority.
- Enhance communication skills for effective leadership and relationship-building.
- Align appearance with professional objectives to convey competence and professionalism.
- Establish SMART goals for gravitas development and track progress effectively.
- Differentiate between external appearance and internal demeanor, ensuring alignment for optimal impact.
- Adopt habits conducive to successful communication, including active listening and empathetic communication.
- Assess personal leadership style and adapt it using the leadership personality matrix.
- Apply executive presence principles across diverse professional contexts, including presentations, meetings, and networking events.
- Demonstrate increased confidence, poise, and influence in professional interactions and leadership roles.

### Who Should Attend

This course is designed for New Hires, Executives, Managers and identified individuals in the organisation, integral to the business objectives and targets.



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### Course Methodology

Immerse yourself in dynamic learning through group activities, demonstrations, hands-on projects, and practical work. Experience a comprehensive educational journey that combines problem-solving, interactive sessions, storytelling, and assessments to enrich your learning experience.

### Course Outline

Time	Day 1	Day 2
0900-1300	<ol style="list-style-type: none"><li>Pre-Course Assessment</li><li>Course Overview</li><li>Ice Breaker Activities</li></ol> <p>Chapter 1: Understanding Gravitas</p> <ul style="list-style-type: none"><li>Definition and significance of gravitas in leadership roles.</li><li>Identifying key attributes: confidence, composure, and credibility.</li><li>Case studies and examples of leaders exhibiting gravitas.</li><li>Group discussion: Sharing personal experiences of encountering gravitas.</li></ul> <p>Chapter 2: Leadership Personality Matrix</p> <ul style="list-style-type: none"><li>Exploring different leadership styles and their impact on team dynamics.</li><li>Assessing personal leadership style using the personality matrix.</li><li>Group discussions and case studies to apply leadership principles.</li></ul>	<p>Chapter 5: Effective Communication Skills</p> <ul style="list-style-type: none"><li>Core principles of effective communication: clarity, empathy, and active listening.</li><li>Techniques for fostering open dialogue and rapport-building.</li><li>Peer feedback and communication role-playing exercises.</li></ul> <p>Chapter 6: Fine-Tuning Executive Presence: Vocal, Physical, and Emotional Aspects</p> <p>"Presentation Practice:</p> <ul style="list-style-type: none"><li>Enhance vocal projection, 6Ps - Pace, Projection, Pitch, Pause, Pronunciation and Positivity, body language, emotional congruence, and professionalism.</li><li>Case Study of a Famous Fraudster</li></ul>
1300-1400	Lunch Break	Lunch Break
1400-1700	<p>Chapter 3: Goal Setting for Gravitas</p> <ul style="list-style-type: none"><li>Setting specific, measurable, achievable, relevant, and time-bound goals (SMART goals).</li><li>Strategies for overcoming challenges in developing gravitas.</li><li>Individual reflection and goal-setting exercises.</li></ul> <p>Chapter 4: Techniques of Building Rapport</p> <ul style="list-style-type: none"><li>Building Rapport</li><li>Matching and Mirroring</li><li>Pacing</li><li>Leading</li></ul>	<p>Chapter 7: Polished Look vs Polished Personality</p> <ul style="list-style-type: none"><li>Differentiating between external appearance and internal character.</li><li>Integrating appearance and demeanor to enhance executive presence.</li><li>Role-playing scenarios to practice projecting a polished image.</li><li>Workshop: Conducting mock interviews with emphasis on appearance and personality.</li></ul> <p>Chapter 8: Habits of Successful Communicators</p> <ul style="list-style-type: none"><li>Analyzing habits of effective communicators in various contexts.</li><li>Developing and reinforcing positive communication habits.</li><li>Creating personalized action plans for communication improvement.</li><li>Group activity: Group to discuss and share key attributes of famous personalities with great communication skills</li></ul> <p>Wrap-up and Conclusion</p>