



Communication Secrets For A Distracted World: How To Get Heard, Get Remembered, and Get Results

Session Details

Faculty: Mr. Paul Hellman Date: Wednesday, December 04, 2019

Location: Pacific Energy Center San Francisco Sign In: 8:30 AM
851 Howard St., San Francisco, CA 94103

Phone: 415-973-2277 Session: 9:00 AM - 4:00 PM

Session Description

Sharpen your leadership communication-and boost your career-with 3 strategies: 1) focus, 2) variety, 3) executive presence. With focus, you'll make your messages stick, using the methodology Paul uses with leadership teams & individual executives. Variety means to be slightly different. With variety, you'll make routine info. come alive, and you'll engage others with smart questions. Presence matters because part of the message is you. Strengthen your presence with 10 actions. Learn how to get heard, get remembered & get results-every time you speak.

Biography

Mr. Paul Hellman has worked with leading organizations in the U.S. and abroad, including Aetna, BIC, Biogen, Boeing, MFS Investment Management, NASA, Sanofi, State Street, United Technologies. His columns have appeared in the New York Times, Wall Street Journal, Washington Post, Boston Globe, San Francisco Chronicle, and regularly on the back page of (the former) Management Review where he was a contributing editor for 10 years. CNBC.com has run over 100 of his fast tips. He is the author of You've Got 8 Seconds: Communication Secrets for a Distracted World, Naked at Work, and Ready, Aim, You're Hired. Mr. Hellman has appeared multiple times as a commentator on CNN's "Business Unusual" and on Public Radio's "Marketplace." He has led workshops at MIT's Sloan School during their innovation week, and taught management courses at Northeastern University and Bentley College. Mr. Hellman received an MBA from MIT's Sloan School of Management, as well as undergraduate and graduate degrees in psychology. He graduated Phi Beta Kappa from Clark University.

Guide to Participant Selection

Department	Admin	Distrub	Engr	Finc	H.R.	Legal	Mktng	IT	Or	Plng	Pchsg	R&D	Sales
Senior Executive (Pres. Exec & Sr VP)	3	3	3	3	3	3	3	3	3	3	3	3	3
Executive (VP & Gen'l Mgr)	2	2	2	2	3	3	2	2	2	2	2	2	2
Senior Managers (Div & Reg. Mgrs)	1	1	1	1	2	2	1	1	1	1	1	1	1
Middle Managers & Superintendents	1	1	1	1	2	2	1	1	1	1	1	1	1

Time Allocation - Topics

20% Learn 13 ways to project executive presence

- Recognize the leadership message you're sending (often without realizing it)
- Increase your impact by varying your style
- Learn how to look confident (even when you don't feel confident)

20% Say it in 10 words or less

- Focus, focus, focus
- Understand what your audience is really thinking (they've got 3 key questions)
- Quickly design your message using 3 potent techniques

20% Use stories to influence & inspire others

- Learn how to develop a compelling leadership story
- Practice the 3 keys to an effective story

20% Capture attention immediately

- Learn the #1 rule about attention
- Identify 10 ways to open a talk

20% Dialogue with others to get buy-in

- Create smart questions to engage your group
- Learn how to answer tough questions & think on your feet

Focus

Primary - Leadership Development

Adaptability, Communication, Creativeness, Developmental Perspective, Empathy, Interpersonal Relations, Motivation, Timing, Effective Decision Making

Secondary - Planning/Organizing

Use of Authority, Direction, Guidance, Discipline

Tertiary - Executing/Controlling/Evaluating

Generate and Obtain Plan Support

Level

Introductory

Intermediate

Advanced

FOR REGISTRATIONS PLEASE CONTACT: **Steven Berg**

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