

Time Allocation - Topics

15% Intro: background, and session overview

- How women add value: reviewing the financial, collaborative, and creative benefits you bring to your organization
- The unique challenges women face (both externally and internally) when it comes to projecting leadership presence

10% Its all about you

- Aligning peoples impression of you with your best authentic self
- Short video on your mobile phone
- Setting your personal goals

25% The five skills of leadership presence

- Credibility: Communication tips for increased impact and influence
- Confidence: What blocks it, how its built, and how its evaluated
- Connection: The #1 communication skill that drives leadership performance
- Composure: Strategies for keeping your poise under pressure
- Charisma: The secret to displaying your natural magnetism and charm

25% Body language for women who lead

- The lasting power of a first impression - and how to make the most of it
- The two sets of nonverbal signals that people look for in leaders
- How to avoid the biggest nonverbal traps that rob women of leadership presence
- Mastering the perfect business handshake
- Reading the nonverbal cues of others to find out what people really think

15% Self-promotion without looking self-serving

- Why visibility is even more important for women
- Building and leveraging your networks
- The art of the intro -- and other tips for strengthening your elevator speech
- Showcasing your leadership presence when making presentations

10% Wrap up

- Final short video on your mobile phone
- Revisiting your goals
- Taking the next step to increase your leadership presence

Focus

Primary - Leadership Development

Communication, Decisiveness, Empathy, Initiative, Interpersonal Relations, Self-Management

Secondary - Planning/Organizing

Decision Making, Use of Authority, Direction, Guidance, Follow-Up, Results Analysis, Evaluation

Tertiary - Executing/Controlling/Evaluating

Problem Identification, Analysis, Evaluating Alternative Solutions, Developing Specific Plans, Generate and Obtain Plan Support

Level

Introductory

Intermediate

Advanced

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