Overview and Pre-work

***Executive Presence***

We have designed this “Executive Presence” session with 4 key goals in mind:

* Provide a model and approach for enhancing your executive presence;
* Present your messages and yourself with greater clarity, confidence, and clarity;
* Enhance your effectiveness in responding to questions and challenges under pressure.
* Tell your leadership “story” with stronger impact,

**How to get the most out of the “Executive Presence” session**

You will be joining two interactive sessions, one in the morning and one in the afternoon. What you get out of them is in direct proportion to how you prepare:

1. Complete the individual pre-work outlined below.
2. Come to the session ready to participate, give feedback and be open to the coaching and feedback that you will receive.
3. Choose a room to connect where you are most free from distractions; able to sit and stand, as needed. And, test your camera and audio ahead of time.

**Individual Pre-Work:**

To prepare for a great session, **it’s important to complete the pre-work, and to come to your session ready to participate**. For this session, take the following **INDIVIDUAL Actions:**

1. Print out and review the attached Reference Sheet. *You will be referring to this information throughout the AM and PM sessions, so have a copy with you!*
2. Listen to the [*Warriors at Work* Podcast, *“What is Presence and Why Does it Matter?”* with Amy Gonzales,](https://podcasts.apple.com/us/podcast/what-is-presence-why-does-it-matter-featuring-amy-gonzales/id1408182048?i=1000449660692) and Jeanie Coomber, and identify one key takeaway that YOU can apply to enhance your leadership presence.

*Note, if you aren’t able to access apple podcasts, here is another link to the podcast:* [What is Presence](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=3&cad=rja&uact=8&ved=2ahUKEwjpufP88eboAhWnHDQIHfBsDHwQFjACegQIBBAB&url=https%3A%2F%2Fwww.listennotes.com%2Fpodcasts%2Fwarriors-at-work%2Fwhat-is-presence-and-why-mnWE79rTc0e%2F&usg=AOvVaw2qb27tiBNbjLjp84-JWTZB)

1. Please prepare a one minute pitch for the following scenario: Introducing yourself to a new group. Include: *an analogy that describes your job, a recent accomplishment you’re proud of, and two key priorities for 2020.*
2. Complete the Virtual Presence Self-Assessment below.

**Virtual Presence Self-Assessment**

1. In general, what is your biggest “Presence” and/or Influence challenge with your leadership and key stakeholders?  With colleagues and your teams?
2. Ask at least 1 peer and 1 senior leader to give you feedback, in terms of your executive presence. What would they say is your greatest strength, and your greatest opportunity for improvement?
3. Overall, what are the most important skills you want to develop / practice on the Leadership Presence coaching sessions?

***Give yourself a Rating (1-5) on each aspect of VIRTUAL presence and impact:***

|  |  |
| --- | --- |
| I have clear goals and an agenda for each meeting | 1 2 3 4 5 |
| I am fully focused and present in the virtual room. (I am not distracted or multi-tasking) | 1 2 3 4 5 |
| I know and focus on a few key messages, based on the audience | 1 2 3 4 5 |
| I use examples, stories, and analogies vs. just facts | 1 2 3 4 5 |
| I am comfortable managing virtual tools (chat functions, screen shares, etc.) | 1 2 3 4 5 |
| I engage remote audiences effectively using a variety of tools | 1 2 3 4 5 |
| I convey energy and engagement with my voice | 1 2 3 4 5 |
| I am concise and clear in virtual communications (I use “bullet point” speech) | 1 2 3 4 5 |
| I smile and use a conversational tone when speaking | 1 2 3 4 5 |
| I am comfortable answering any questions that may arise | 1 2 3 4 5 |