

Overview and Pre-work

Leadership Presence: The “IT” Factor

We have designed this “Leadership Presence: The ‘IT’ Factor” session with four key goals in mind:

1. To provide a model and approach for enhancing your leadership presence
2. To present your messages and yourself with greater competence, confidence and clarity
3. To enhance your effectiveness in responding to questions and challenges under pressure
4. To have stronger impact and achieve better results, particularly when the stakes are high

The following agenda will help you plan your day:

9:50 - 10:00	Log in to Zoom
10:00 - 12:00	Leadership Presence: The “IT” Factor
12:00 - 1:30	Lunch Break
1:30 - 3:00	Leadership Presence: The “IT” Factor
3:00 - 3:15	Closing / Call to Action

How to get the most out of the “Leadership Presence: The ‘IT’ Factor” 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:

- Complete the individual pre-work outlined below.
- Come to the sessions ready to participate, give feedback AND be open to the coaching and feedback that you will receive.
- Choose a place to connect that can be free from distractions and allows you the ability to sit and stand as needed. We recommend testing your camera and audio ahead of time.

To prepare for a great session, **it's important to complete the pre-work, and to come to both sessions ready to participate.**

Individual Pre-work:

1. Review the [Leadership Presence: The "IT" Factor](#) reference sheet (in your LEAD journal on pages 45-46), as this provides you with an overview of key leadership presence behaviors and framework. *(Note that we have also made this 2-page document available on your resource page. Click the link above to access if you don't have your journal.)*
https://www.women-unlimited.com/wp-content/uploads/ho_reference_leadership_presence_9x9.pdf
2. Listen to the [Warriors at Work Podcast, "What is Presence and Why Does it Matter?" with Amy Gonzales](#), and identify one key takeaway that YOU can apply to enhance your leadership presence.

Note, if you aren't able to access Apple podcasts, below is another link to the podcast:

<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&usq=AOvVaw2qb27tiBNbjLjp84-JWTZB>

3. Complete the [Benchmark Exercise](#) (included on next page), which includes video recording yourself to identify your leadership presence strengths, and main area of development.
4. Re-take the Virtual Presence Self- Assessment (included on the last page of this document).

Peer Team Pre-work:

Once you have each completed your Individual pre-work, meet WITH your Peer Team to:

- a) Ask your mentors what leadership presence challenges they had to overcome and how did they achieve it.
- b) Share what you learned from the Benchmark Exercise.

Benchmark Exercise

Understanding how you come across – both at your best, AND during times of high pressure is key to enhancing your leadership presence.

During this exercise, you are going to record yourself. You will then review your recording and annotate your key observations, following the guidelines below.

(FYI, if you feel a bit uncomfortable or self-conscious recording yourself, know that this is normal, and will help you identify how you come across when you are less relaxed!)

IMPORTANT: Record yourself one time only. DO NOT RE-RECORD.

Instructions

Step 1: Turn your phone or video camera on, and position yourself in front of it, making sure you are able to capture your whole body

Step 2: Deliver a 90-second introduction that includes:

- Position
- Company
- Name
- Top Presence Challenge
- Personal Goal for Leadership Presence Session



[View Sample Recording](#)

Step 3: Watch your video

Step 4: Write down your observations:

Are you coming across with more “EQ” (Rapport) or “IQ” (Competence)?

What are three strengths you saw on yourself that add to your credibility and presence? (Refer to the “Rapport” and “Competence” behaviors from your journal page)

What is one area / behavior that you could strengthen?

Virtual Presence Self-Assessment

On a scale of 1 (low) - 5 (high) I rate my virtual presence “overall” as: 1 2 3 4 5.

Why? _____

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 (webinars, chat functions, 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

How have your scores changed since you last took this self-assessment?

**What area/skill did you focus on improving? Where have you seen progress?
 What areas would you still like to develop?**
