

# Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

## Developing Your Executive Presence

### Course Overview

Some people immediately command attention and respect when they walk into a room.

Do you have that kind of presence? If not, is it something that you would like to develop?

This workshop will help you do just that by building your credibility, improving your personal appearance, honing your networking skills, and enhancing your ability to communicate effectively.

You will also receive an introduction to core leadership skills.

### Course Objectives

This one-day workshop will help you:

- Identify the elements of a strong executive presence
- Build trust and credibility with others
- Communicate effectively using verbal and non-verbal techniques
- Create a strong, positive first impression and maintain that impression as you build a relationship with others
- Develop key leadership skills, including techniques for coaching, motivating, and delivering feedback

### Prerequisite

There are no prerequisites.

### Target

This course is for Supervisors, Managers or anyone looking to improve their executive presence.

### Duration

- 1 Day



## Course Outline

### Managing Your First Impression

We have all heard how important a positive first impression is. This session presents the elements of a strong first impression. It covers presenting an appearance of confidence and dressing for success. Additionally, covered here is how to shake hands and remember names. The session wraps up with a look at building trust and credibility.

### Interpersonal Communication Skills

Communication skills are vital for success in any role. Excellent communication skills are even more important for executives and this session shows your delegates how to develop communication skills with open and closed questions and a close consideration of body language.

### Speaking with Impact

This session provides delegates with skills to follow up their great first impression with public speaking. Delegates will learn some pointers on how to sound their best when making a presentation.

### Session Title

How your delegates conduct themselves after developing a relationship is equally as important as a commanding first impression. They will learn in this session the basics of business etiquette and networking.

### Three Leadership Skills to Start Mastering Right Now

Strong leadership skills can help your delegates build credibility and an executive presence. This session gives a look at three fundamental aspects of leadership: coaching, motivation, and feedback.

### Pre-Assignment Review

This session gives delegates a chance to review their pre-assignments and start building an action plan for success based on areas they have chosen to improve as a way to create their executive presence.