

Advanced Executive Communication Skills

PROGRAM OVERVIEW AND OUTLINE

Overview: Our Advanced Executive Communication Skills program is a build on our Executive Communication Skills program, with a greater focus on executive-level communication, storytelling, and communicating under pressure.

Number of participants: 10 -12 presenters with 1 coach or up to 24 presenters with 2 coaches.

Format: 1 day.

Prerequisite: Participants must have attended the 2-Day Executive Communication Skills training.

Coaching is highly interactive and supportive. Presenters will own and use the skills immediately through the combination of expert coaching, layered skill development, and videotape & review.

All **videotaping** is done on digital media. All video and playback equipment is provided by Vautier Communications. Once the program begins, all media belongs to each individual participant.

1-Day Program Outline

Executive Presence Refresher

- **Focus / Natural Energy:** Participants are refreshed on the Executive Presence skills learned in the initial Executive Communication Skills program.

Delivery Skills

- **One-to-One Practice:** Each participant practices delivering their presentation to a partner. This is done seated speaking either from their PowerPoint, notes, handouts or laptop.
- **PowerPoint:** Each participant stands and delivers a 3-minute PowerPoint Presentation applying all of the Executive Presence skills. *Actively Coached, Videotaped and Reviewed.*
- **Executive Summary:** Participants learn the components of an effective Executive Summary. Using the presentation they brought to the program, each participant develops their own Executive Summary using the template provided. Participants deliver their Executive Summary seated, using this template. *Actively coached, videotaped & reviewed.*

Storytelling

- **Story:** Participants are refreshed on the concepts that create powerful 'stories'. Using the Story Format, participants deliver a 'Lesson Learned' Story or 'Motivational' Story to the group. The purpose of this is to create a 'teachable moment' which could be used with his/her team or customer. *Videotaped and reviewed.*



Prepare & Deliver a Bad or Difficult News Message Followed by Q&A

- **Bad / Difficult News:** Using the outline provided, organize a 2-3 minute announcement, delivering 'Bad News' to either an internal team or external client, followed by Q & A. **Actively Coached, Videotaped and Reviewed.**

Whiteboarding

- Using individual whiteboards (we will provide), participants organize and then talk through a concept or idea to a partner. This is intended to be a 'graphic concept' rather than PPT on a whiteboard.

Program Evaluation, Retention Tools & Close