

# Leadership, Communication & Presentation Skills

Leaders inspire followers to do their very best. They incite action at the highest level. They create an environment of innovation, creativity, honesty and integrity.

But how does one move beyond just a manager to become a leader? Being an excellent manager is the foundation for becoming a leader. So how do you not only solidify your management skills, but evolve into a respected leader? It takes more than a title to be a good leader. We'll discuss what it takes and how to move into leadership.

Being a great leader means having great communication skills, both one-on-one and in presentations. Do you know people with whom you "talk the same language" and others who seem to be talking Martian? Would you like to understand how to communicate with your co-workers, managers, and customers so they will be most responsive to your requests and ideas?

What are the main challenges leaders face with delivering successful, dynamic presentations today? It's getting the audience to listen, understand, agree, and remember. Whether it's a technical or non-technical talk, the speaker needs to connect with their audience and communicate information in an interesting and understandable manner. Good speaking isn't a matter of doing one or two things perfectly, it's about doing a hundred things well. This program will give you the skills and practice to be an accomplished and successful speaker—one who commands attention and persuades others to their point of view.

In this upbeat and highly interactive program, we'll discuss your opinions and preferences for leading. Through the use of a self-assessment, video vignettes, role plays, case studies, small group discussion, video-taped feedback and engaging exercises, you'll walk out with a clear understanding of how to be a better leader for your team.

## Key Benefits of Attending:

### You'll better understand what makes good leaders

People have different concepts of the attributes of a good leader. The truth is, different leadership skills are needed in different situations.

### You'll experience first hand what it feels like to lead in a challenging situation as well as being led

Through an outside experiential process, you'll have an experience to lead and to be led. You'll define what worked and didn't work on each side of the leadership role.

### You'll see why listening and delegating are key components to excellent leaders

Good leaders have highly developed people skills. You'll get an opportunity to get feedback on both of these skills.

### You'll have insights into your own behaviors and motivations as well as of those around you.

When you understand yourself better, you can then understand how your approach may affect others. You'll see how you've been effective, and have a better understanding of when this approach has been ineffective.


### You'll walk out with an appreciation and strategy for communicating more effectively with the people around you.



Dimensions of Behavior

## Morgan Seminar Group

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As you know, people are different. You'll walk out with a new understanding, respect and value for how to lead more effectively with those differences.

You'll develop strategies for working with others to increase productivity.

You'll enhance your effectiveness in accomplishing tasks by improving your relationships with others.

You'll learn how to communicate your ideas clearly and concisely.

You'll learn to organize even your most complex talks.

You'll learn how to capture and hold attention.

Audiences today have short attention spans; keep them involved with a variety of easy techniques that work from the board room to informal presentations.

You'll learn how to speak with confidence and credibility.

How you present yourself is an important part of your message, and you can make a good impression from the start.

You'll learn how to think on your feet.

The question and answer period is often the crucial step—the audience is watching to see how the speaker handles themselves “in the moment.” You'll learn a specific technique to help you come across at your best.

## **A Proven Agenda (5 days)**

**Pre-work:** take the Personal Profile System online assessment

**Define what makes good leaders**

What's the difference between leaders and managers?

How do leaders adapt to what's needed in the situation?

**Assess your communication approach**

How do you communicate? Why does your communication work? How could it affect others?

**Understand the communication approach of those around you**

How do others communicate? What do you like about others' communication? What is a challenge for you?

**Strategize to increase your communication with others**

How can you communicate more effectively with teammates and colleagues? What can you do to modify your communication to be better understood?

**Build better team/colleague understanding**

Understand the value others bring to your team. Learn to use others' strengths to create better team solutions.

**Case studies utilizing communication styles**


Practice the skills so you can apply them back on the job.

**Plan your presentations to meet action and information goals, as well as time limits.**

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Focus your theme. Make not just a point, but the point.

Analyze your audience.

Define your purpose and point.

Prepare and use effective visual aids that complement, not detract. Learn how to effectively incorporate appropriate technical detail.

Create powerful introductions and closes that frame the talk.

Learn to relax and release anxiety and tension.

Know how to appropriately involve the audience.

Deliver your message with ease and vitality.

Project confidence through eye contact, gestures, voice and pause.

Speak extemporaneously—to the point, confidently and briefly.

## **Course Objectives:**

Participants will:

- Understand the difference between a manager and leader
- Experience a challenging activity that will help them articulate what a good leader and follower both do
- Determine what aspects of their listening skills need fine tuning
- Understand how to delegate effectively
- Discover their primary communication approach.
- Know how to capitalize on behavioral strengths.
- Increase appreciation of different approaches.
- Understand how to read others' communication approach.
- Anticipate and minimize potential conflicts with others.
- Identify how to modify behaviors to better communicate.
- Learn to plan and organize a talk.
- Deliver a talk in a confident manner.
- Create and use visual aids.
- Deal with questions effectively.

## **Needed Materials:**

- Interpersonal Communication Savvy workbook
- Personal Profile System detailed personalized online assessment \$62/person
- Two Action Planners, \$25
- Laminated “people reading” card, \$6

## **Additional Reinforcement Materials:**

- Additional Action Planners, \$6

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