

# LOVE PUBLIC SPEAKING

## Women in Business: Developing Executive Presence and Leadership Confidence

An intensive one-day communication skills programme



# 1 Day In-Company Programme - Sample Agenda

Most employers recognise that boardrooms are greatly enhanced by the presence of focused, motivated and influential women. Although external factors are at play, the biggest barrier to women's progress comes from within – lack of confidence, low aspirations and resistance to risk-taking.

This is a course that will help women develop the confidence and communication skills needed for the boardroom. Through practical advice, roleplay and presentation skills exercises, women who attend this course will conquer impostor syndrome and learn how to communicate at an executive level.

They will build their resilience to handle the challenges of leadership, overcome perfectionistic tendencies that hold them back, and get comfortable with speaking up in the boardroom to advance their careers.

## What will your team gain from this course?

- They will build unshakeable confidence and learn how to communicate at an executive level
- Develop their presentation skills and practise giving an elevator pitch that summarises signature strengths
- How to report on achievements and pitch for promotion
- Master the art of difficult conversations – practise being assertive and managing conflict
- Overcome impostor syndrome and take more risks to move their career forward

## How does it work?

The course is usually delivered on the client's premises in a large meeting room. We usually recommend a minimum number of 10 attendees, and maximum number of 15 attendees. We recommend a maximum of 15 because this is a small enough group for the trainer to work with each participant, giving them feedback on their communication style. However it is possible to change the format to allow for bigger groups if necessary as we can bring in more trainers.

## AGENDA

10:00 – course opens

### Building unshakable leadership confidence

- Overcoming impostor syndrome: how to fake it 'til you make it
- Changing thinking habits and overcoming limiting beliefs using Cognitive Behavioural Techniques (CBT)

- Banishing perfectionistic tendencies to take more risks and progress faster
- Cultivating an external rather than inward focus

**(Discussion and pair work)**

**Developing your personal brand: practise telling your success story**

- Get clarity on what you stand for and practise pitching your strengths
- Developing your presentation style
- Prepare and practise a 1 minute elevator pitch to use for networking events and meeting introductions

**(Speaking exercises)**

*1PM – Lunch*

**Presenting and communicating at an executive level**

- Tips on speaking up in the board room
- How to report on your achievements and gain exposure with senior stakeholders
- Body language and voice techniques that build your credibility and gravitas

**(Speaking exercises)**

**Leadership and assertiveness**

- Getting comfortable with conflict: mastering the art of difficult conversations
- Assert your boundaries: tips on how and when to say no
- Developing an emotionally-intelligent leadership style

**(Roleplay exercises)**

**Growing your role**

- Finding inspiration and support through role models and mentors
- Pitching for promotion and shaping your role to play to your strengths
- Dreaming big: goal-setting for the future

*4.30PM – Course closes*

**Interested in learning more? Get in touch:**

**hello@lovepublicspeaking.org | 0773 605 1566**

**[www.lovepublicspeaking.org](http://www.lovepublicspeaking.org)**