

COMMAND YOUR PROFESSIONAL PRESENCE: SUCCESS STRATEGIES FOR CONFIDENT LEADERSHIP

Sample pages



Module 1

Logistics and Welcome

Codes: **FG:** Facilitator guide **CT:** Class Textbook/Published Edition



Title: “Command Your Professional Presence: Success Strategies for Confident Leadership”

Purpose: Develop a Lifelong Interaction Foundation

Focus: Career Enhancement and Advancement Tool

Type of Session: Blended Learning



Getting Ready:

- **Set the mood** you want to create with music or a revolving slide show as everyone enters the room.
- **Welcome** the participants with a greeting and a handshake as they enter the classroom. (You will close your seminar the same way.)
- Both **nametags** and **name tents** are recommended. Ask everyone to print their name on both sides of the name tent so the participants sitting next to and across from them will know their names.



Review your Facilitator Guide for tips on using the parking lot strategy and other participant assignment suggestions.



Before we start, I would like to introduce the use of our activity icons, classroom flip charts, and how to park an idea for discussion later.



Your flip chart (or whiteboard) will serve **two purposes**:

1. It will be used to record classroom discussions or activities. These comments will be helpful in the review or debriefing.
2. It will be used as a “parking lot” to store points or questions.



The parking lot is used to post questions or comments on an issue or subject that requires clarification or as a reminder that something needs to be addressed later.



If you have a question, write it on a Post-it note or index card. Place the Post-it note in the parking lot or give the index card to the designated chart master during the breaks.



Session Overview

Ask: ***What do you want to get out of this session?*** Post on the chart and review at the close of this segment.



Offer an overview of the seminar. For example, “This seminar will help you build a foundation for career preparation and advancement.” Offer your speech on this subject. After around 20-30 minutes, involve the participants.



Ask: “What is your definition of successful communication?” (You will offer your response and ask for theirs.)



Your ANSWER: Communication — is the:

- act of conveying information.
- exchanging ideas.
- formulating opinions.

Encourage other comments from your participants and record them on a flip chart.



Let's move on to the importance of an introduction. If your introduction style has consisted primarily of hit-or-miss attempts, you risk hindering your chances for advancement and career success, especially **if your job requires you to . . .**

- secure business leads
- entertain clients
- interact with decision-makers

If you have been primarily engaged with social media-type introductions, a face-to-face business introduction can create anxieties and many what-ifs.



Organize into groups and share personal barriers or assumptions that block your comfort level when making introductions. Then, discuss ways to overcome this discomfort with your group. Assign a time limit. Have each group select a spokesperson and share it with everyone.



Time for a review of topics covered. Ask for feedback

Time Allotted: (include activities & discussions)

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