

Executive Communication and Leadership Development

Our highly interactive, practice-driven approach provides multiple opportunities to try out new techniques and quickly demonstrate improvement. Methodology includes realistic role-plays, video recording, self-assessments, targeted feedback and personal action plans. Participants receive a toolkit of materials that reinforce key learning points.

Present with Impact

Present ideas with confidence and credibility in both formal and informal settings. Learn techniques to command attention and respect during one-on-one meetings, across-the-table discussions and stand-up presentations. Express yourself with authority and conviction when speaking in person or virtually.

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Run Effective Meetings

Plan and conduct results-driven meetings that make the best use of everyone's time. Take ownership and better manage group discussions. Move through agenda items and effectively facilitate conversations so everyone has an opportunity to contribute. Drive the meeting to an actionable close.

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Turn Data into a Compelling Story

Learn to convert dry numbers and charts into a persuasive data story that provides context and commentary and drives valuable insights. Build your narrative by describing the current state, the desired future state, and how to close the gaps. Improve data visualization techniques for maximum clarity & impact.

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Women at Work: Making an Impact

Speak up, be heard and increase your visibility in the workplace. Project a commanding presence when interacting with direct reports, peers and senior management. Assert yourself to get your ideas across in high-stakes meetings and crucial conversations.

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Present with Impact – Advanced

Maximize your effectiveness in high-stakes speaking situations with senior management and clients. Learn techniques to elevate your impromptu speaking skills and tackle tough questions during town halls, panel discussions, board presentations, etc.

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Build Executive Presence

Present yourself in a way that projects confidence, poise and gravitas. Quickly build rapport and make a powerful impression that commands the room. Build on the strengths of your natural style to make an authentic and dynamic connection with any audience.

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Think & Respond Better on Your Feet

Think fast and respond effectively in spontaneous situations including meetings, interviews, Q&A, social events and other interactions. Learn fast-on-your-feet strategies to quickly organize your thoughts and deliver a confident response when you are put on the spot.

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Elevate Teamwork & Collaboration

Avoid common pitfalls that can hinder team effectiveness. Improve team dynamics, measure team commitment, build trust, strengthen cultural competence, manage conflict and promote collaboration both within and across teams.

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Make an Impact in Meetings

Learn how to collaboratively contribute and get ideas across in fast-paced meetings with senior management. Know when to interject and confidently add value in person or in virtual meetings. Demonstrate leadership even when you are not the meeting leader.

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Increase Your Influence

Sharpen your skillset for raising and defending your viewpoints and avoid common pitfalls in gaining acceptance of your ideas. Leverage your influencing style and know how to flex to other styles to shape the opinions of key decision makers. Learn proven strategies to influence without authority.

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Manage Difficult Conversations

Deliver tough messages to peers, senior stakeholders, and clients without jeopardizing the relationship. Learn how to say "no", handle pushback and de-escalate tension in difficult discussions. Leverage proven strategies to prep, open, conduct and close a challenging conversation to achieve a positive outcome.

[LEARN MORE](#)

Write with Clarity & Impact

Overcome common business writing pitfalls and create clear, concise, professional messages that tell readers why they are receiving the correspondence and what they should think or do after reading it. Improve email etiquette to set the right tone for the target audience.

[LEARN MORE](#)

Present with Impact

Present ideas with confidence and credibility in both formal and informal settings. Learn techniques to command attention and respect during one-on-one meetings, across-the-table discussions and stand-up presentations. Express yourself with authority and conviction when speaking in person or virtually.

Objectives

Get to the point by keeping messages clear and concise

Structure ideas in a way they will be remembered

Overcome common speaking problems including rambling, monotony, rapid-fire speech, excessive “ums” and “ahs”, etc.

Use vocal variety to highlight important information

Look and sound natural when speaking from notes

Reinforce your message with posture, gestures, eye contact and movement

Respond effectively to questions

Control nervousness when speaking before groups—large or small

Present with Impact – Advanced

Maximize your personal impact in high-stakes speaking situations with senior management and clients. Learn techniques to command attention and project executive presence during town halls, panel discussions, board presentations, etc.

Objectives

Translate technical jargon into simple, straightforward language

Explain complex charts and graphs in a way that is easily accessible

Handle interruptions, objections or divergent opinions tactfully

Improve impromptu speaking skills and respond better on your feet

Confidently field pointed questions when you’re put on the spot

Read verbal/nonverbal audience signals and adjust approach accordingly

Know when to stop and check in with listeners to confirm understanding

Maintain composure under pressure

Make an Impact in Meetings

Learn how to collaboratively contribute and get ideas across in fast-paced business meetings. Employ proven techniques and strategies to confidently interject and add value across the table, on the phone or by video. Demonstrate leadership even when you are not the meeting leader.

Objectives

Plan an effective pre-meeting strategy

Structure thoughts into crisp points to get and hold attention

Overcome common barriers to speaking up

Break habits that can make it harder to be heard

Learn how and when to pick your spot to add value to the discussion

Get points across with power and conviction

Use assertive body language to get noticed at the table

Tactfully handle interruptions and disagreements

Balance listening and talking

Run Effective Meetings

Plan and conduct productive meetings that get results and make the best use of everyone's time. Take ownership and better manage group discussions. Move through agenda items and effectively facilitate conversations so everyone has an opportunity to contribute. Drive the meeting to an actionable close.

Objectives

Plan an effective meeting strategy with a results-driven agenda

Set clear goals and determine desired outcomes for each agenda item

Practice effective time management

Control discussions when they get off track

Ensure all participants are adding value

Advocate for the ideas and projects of colleagues

Handle interruptions and disagreements

Manage challenging personalities including the rambler, naysayer, monopolizer, interrupter, side-tracker, etc.

Overcome common pitfalls in virtual meetings

Listen, recap, and synthesize key discussion points

Close by pinpointing action items, determining deadlines and assigning responsibilities

Implement an effective follow-up strategy

Build Executive Presence

Present yourself in a way that projects confidence, poise, and gravitas. Quickly build rapport and make a powerful impression that commands the room. Build on the strengths of your natural style to make an authentic and dynamic connection with any audience.

Objectives

Determine what image you want to project

Command the room from the moment you enter

Polish your professional speech

Project your voice to command attention and respect

Overcome common executive presence pitfalls

Use the power of the pause to add more weight to your ideas

Avoid tentative language that lacks conviction

Strengthen "in the room" presence leveraging posture, gestures, movement and eye contact

Exude gravitas under pressure

Tactfully handle objections and divergent opinions

Increase Your Influence

Sharpen your skillset for raising and defending your viewpoints and avoid common pitfalls in gaining acceptance of your ideas. Leverage your influencing style and know how to flex to other styles to shape the opinions of key decision makers. Learn proven strategies to influence without authority.

Objectives

Identify your preferred influencing style as well as the styles and patterns of others

Learn the strengths and limitations of different styles

Find areas of compatibility between your style and others

Learn how to flex to different styles to relate better

Effectively plan and prepare for influencing conversations

Understand what forms of evidence are needed to persuade your counterpart

Determine what alliances and coalitions you need to build to secure commitment

Turn Data into a Compelling Story

Learn to convert dry numbers and charts into a persuasive data story that provides context and commentary and drives valuable insights. Build your narrative by describing the current state, the desired future state, and how to close the gaps. Improve data visualization techniques for maximum clarity and impact.

Objectives

Learn the three key components of data storytelling: data, narrative, and visualization

Build the narrative to enhance your analysis and make it memorable

Highlight interesting trends, outliers, or unexpected findings in your data points

Eliminate clutter by reducing the amount of text and simplifying visuals

Have one key takeaway on each slide that is visually prominent

Apply the principles of vertical and horizontal flow for a more cohesive data story

Craft storyline transitions that link one idea/slide to another

Develop an engaging delivery style to captivate your audience

Think & Respond Better on Your Feet

Think fast and respond effectively in spontaneous situations including meetings, interviews, Q&A, social events and other interactions. Learn fast-on-your-feet strategies to quickly organize your thoughts and deliver a confident response when you are put on the spot.

Objectives

Speak clearly even when put on the spot

Tackle pointed questions with poise and confidence

Employ a 5-step approach to buy time, think and respond effectively

Bridge to a point you want to make regardless of the question

Avoid being caught off guard when you don't know the answer

Structure and headline main ideas on the fly

Know when to wrap up to avoid rambling

Improve conversational skills and get comfortable making small talk

Learn how to prepare for the unexpected

Manage Difficult Conversations

Deliver tough messages to peers, senior stakeholders, and clients without jeopardizing the relationship. Learn how to say "no", handle pushback and de-escalate tension in difficult discussions. Leverage proven strategies to prep, open, conduct and close a challenging conversation to achieve a positive outcome.

Objectives

Identify your preferred conflict management style and learn to adapt to other styles

Set the right tone by framing problems in a non-threatening way

Avoid language that shuts the door

Handle reactive behaviors with poise and composure

Know what to say and do if things start to get heated

Leverage active listening skills to de-escalate tension

Keep the discussion on track by staying focused on the goal

Jointly problem solve to find a solution that satisfies both parties

Women at Work: Making an Impact

Speak up, be heard and increase your visibility in the workplace. Project a commanding presence when interacting with direct reports, peers and senior management. Assert yourself to get your ideas across in high-stakes meetings and crucial conversations.

Objectives

Strike the right balance between assertiveness and aggressiveness

Overcome weak, tentative tone, “up-speak” and other common speaking flaws

Project a strong voice that exudes confidence and commands the room

Delete weak qualifiers and verbal disclaimers that can sabotage a good idea

Win the confidence game by adapting the right mindset

Break down barriers to speaking up

Know what to do when someone talks over you or dismisses your idea

Increase your visibility inside and outside of the workplace

Work the room at professional and social events

Build relationships with a core group of influential colleagues

Elevate Teamwork and Collaboration

Avoid common pitfalls that can hinder team effectiveness. Improve team dynamics, measure team commitment, build trust, strengthen cultural competence, manage conflict and promote collaboration both within and across teams.

Objectives

Establish ground rules for working together, making decisions, sharing information, accountability, etc.

Navigate cross-cultural dynamics by adapting to different work and communication styles

Polish interpersonal skills to make others feel comfortable, understood and valued

Minimize miscommunication and misunderstandings

Identify behaviors that both encourage and discourage trust

Build rapport with people from diverse backgrounds

Proactively contribute ideas to make an impact in team meetings

Leverage the 5 conflict management styles to de-escalate tension

Write with Clarity & Impact

Overcome common business writing pitfalls and create clear, concise, professional messages that tell readers why they are receiving the correspondence and what they should think or do after reading it. Improve email etiquette to set the right tone for the target audience.

Objectives

Identify the most annoying email habits that confuse and frustrate readers

Plan an effective writing strategy for any audience and situation

Craft concise messages that get to the point

Lead with the bottom line or “ask”

Avoid cryptic messages that confuse readers and leave them cold

Learn tactful phrases to respectfully disagree and cushion a negative message

Tighten up your writing by making one word do the work of two or three

Structure ideas with simple frameworks to help readers better follow and retain important information

Avoid long lists of bullets and bulky paragraphs and use headings to highlight key information

Catch careless mistakes with proven editing and proofreading techniques