

The Executive Toolbox

You are a key executive in your company and people rely on your skills, judgements and decisions and expect you to continually "come up with the goods".

You are called upon to deliver motivational speeches, chair meetings, develop strategy and develop people, handle crises and deal with the internal and external pressures that go with your position.

Part of the deal is that others do expect you to handle all that and more with professionalism, energy and enthusiasm. And then there's the rest of your life, too: all that work-life balance stuff.

Being invisible is occasionally inviting but not an option!

The good news is you are not expected to go it alone, even super humans need to develop, network, refresh and grow.

You will develop:

- ✦ Greater awareness of the drivers behind your behaviour and the choices you have to do things differently when needed. Insight into your patterns, beliefs and rules
- ✦ A range of practical tools and sustainable strategies that will help you manage the pressures and demands upon you and make best use of your time and energy
- ✦ Strategies for dealing with time thieves
- ✦ Detail and evaluate where their time goes
- ✦ Develop techniques for assessing the importance and urgency of different tasks
- ✦ Identify balance in their ability to manage time in a way which does not conflict with important cultural traditions
- ✦ You will develop valuable techniques and methodologies to expand your critical thinking ability and ensure you are working on the problem itself - and not the symptoms
- ✦ You will "Mind the Gap" or the common pitfalls encountered when problem solving
- ✦ The skills to make relationships work better and the ability to develop effective and highly influential working relationships
- ✦ Confidence to develop and deliver powerful presentations and enhanced corporate communications that guarantee a response

Day One- Communication from information to inspiration

- ❖ Identifying the core purpose and content of corporate communications
- ❖ Recognising the barriers to effective communications
- ❖ Engaging all the senses in verbal communication
- ❖ Enhanced questioning techniques
- ❖ There is more to listening than you might have heard!
- ❖ Word Power - How to use different styles and patterns of language
- ❖ Structuring your message and clarifying expectations
- ❖ Recognising the importance of timing when communicating messages
- ❖ How to maximize ownership and commitment to your message

Day Two – Free me up – Tremendous Time Management

- ❖ Getting organised, establishing your priorities
- ❖ The cost of poor time management on you, on others, on the company
- ❖ Personal assessment diagnostic
- ❖ How to recognise “Time stealers” in your daily work
- ❖ How to deal with “Time stealers”
- ❖ Cultural issues - the relative importance of family and work, the tradition of courtesy towards even unannounced visitors & the different value placed upon time, timeliness and punctuality
- ❖ Recognising the different values of culture and adopting time management skills and techniques in a way which balances the commercial requirements of the company with cultural norms of behaviour Understanding your own habits which result in lost time
- ❖ Recognising your style (Free me up! for people who never have enough time, Happy days- are you doing lots and not getting much pleasure from it? Pest control- perhaps other people are your biggest problem
- ❖ Ways of breaking your bad time management habits
- ❖ The real meaning of the word “Priority”
- ❖ Set your objective activity
- ❖ How to create and monitor an effective “Time Budget”

Day Three – Decision making and problem solving – avoid fatally flawed thinking

- ❖ Gathering Evidence - heart or mind strategy?
- ❖ An understanding of a variety of approaches to effectively collecting information. How your emotions can influence your reactions
- ❖ Understanding thinking patterns
- ❖ Do you go towards → or Away from ← Your Goal?
- ❖ The way we see the problem
- ❖ Avoiding positive/negative generalisation
- ❖ Your experience of yesterday
- ❖ What did you learn then to apply to today or tomorrow?
- ❖ The decision making model. Apply the Six Step Approach

- ❖ A Toolkit of Techniques - Weighting Criteria, PROVE, Brainstorming, Mind Mapping, New Shoes, SWOT,
- ❖ Mind the Gap! - Traps to avoid! The Anchoring Trap. The Status Quo Trap, The Sunk Cost Trap, The Confirming Evidence Trap, The Framing Trap, The recent Event Trap. Lateral Thinking, Reversal, Pareto Analysis, Force Field Analysis, Six Hats
- ❖ Create positive neural pathways. Use multiple intelligences - everyone's a genius!

Day Four – Perfect Pitch Presentations

- ❖ The role of business presentations
- ❖ Preparing & delivering effective presentations
- ❖ What is your objective?
- ❖ Relating to your audience
- ❖ Organising your presentation
- ❖ Openings that ignite a room
- ❖ What should your opening announce?
- ❖ Brain imprinting
- ❖ Attention grabbing techniques
- ❖ Creating and recognising states of curiosity, anticipation, surprise, and confidence
- ❖ The value of priming and pre-exposure to content
- ❖ What's in it for them?
- ❖ Using people as props
- ❖ Managing.... Prisoners Protestors and Passengers - Encouraging confrontation without destruction
- ❖ Control the "Fight or Flight" response

Day Five – Captivating Closes

- ❖ Captivating Closes
- ❖ Creating the action and reaction you intended
- ❖ Connecting content and audience
- ❖ Use of empowering and influential words to sensationalise your message
- ❖ Using your voice - pace, pitch and tone. Using pauses
- ❖ Positive Body Language
- ❖ Reducing anxiety – Fear (False Evidence Appearing Real)
- ❖ Recognising different types of questions, and how to answer them

Approach

An interactive event that provides numerous opportunities for individual coaching, group interaction, networking and transfer of learning through a variety of methods.