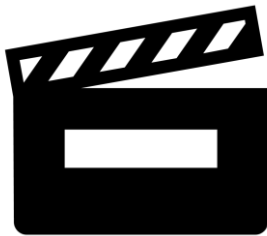




**Increase your presence, confidence, impact and your ability
to influence the stakeholders**

Ver 1.0/ 10th May 2017



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Your need as we understand

Situation

There are 15-20 high potential women leaders across functions (sales, finance, IT etc) in middle management who are currently individual contributors and technically sound with their job roles. They have an experience of 2 to 5 years and lie within the age bracket of 26-27 years. You have planned a journey for the target group which would enhance their:

- Executive Presence
- Networking skills
- Business Strategic Orientation
- Ability to adapt to change

In the first phase, we will work with them on- Building Executive Presence and Networking skills. Your expectations from them are:

- Making themselves visible in the organization by speaking up in public forums
- Generate impact by coming across as more polished, prepared and confident
- Showcase that they are ready leaders
- Network more with people, leaders in public forums
- Express themselves
- Get better at articulating

Problem

At least once a quarter the target audience gets an opportunity to connect with their leaders, ask questions, share their opinions on public platforms and also network with the people who might be helpful in making their work more efficient by sharing knowledge. The women leaders lack courage and get intimidated by their stakeholders while communicating with them. There has been feedback from the stakeholders, customer and HR which has helped you see the possible gaps.

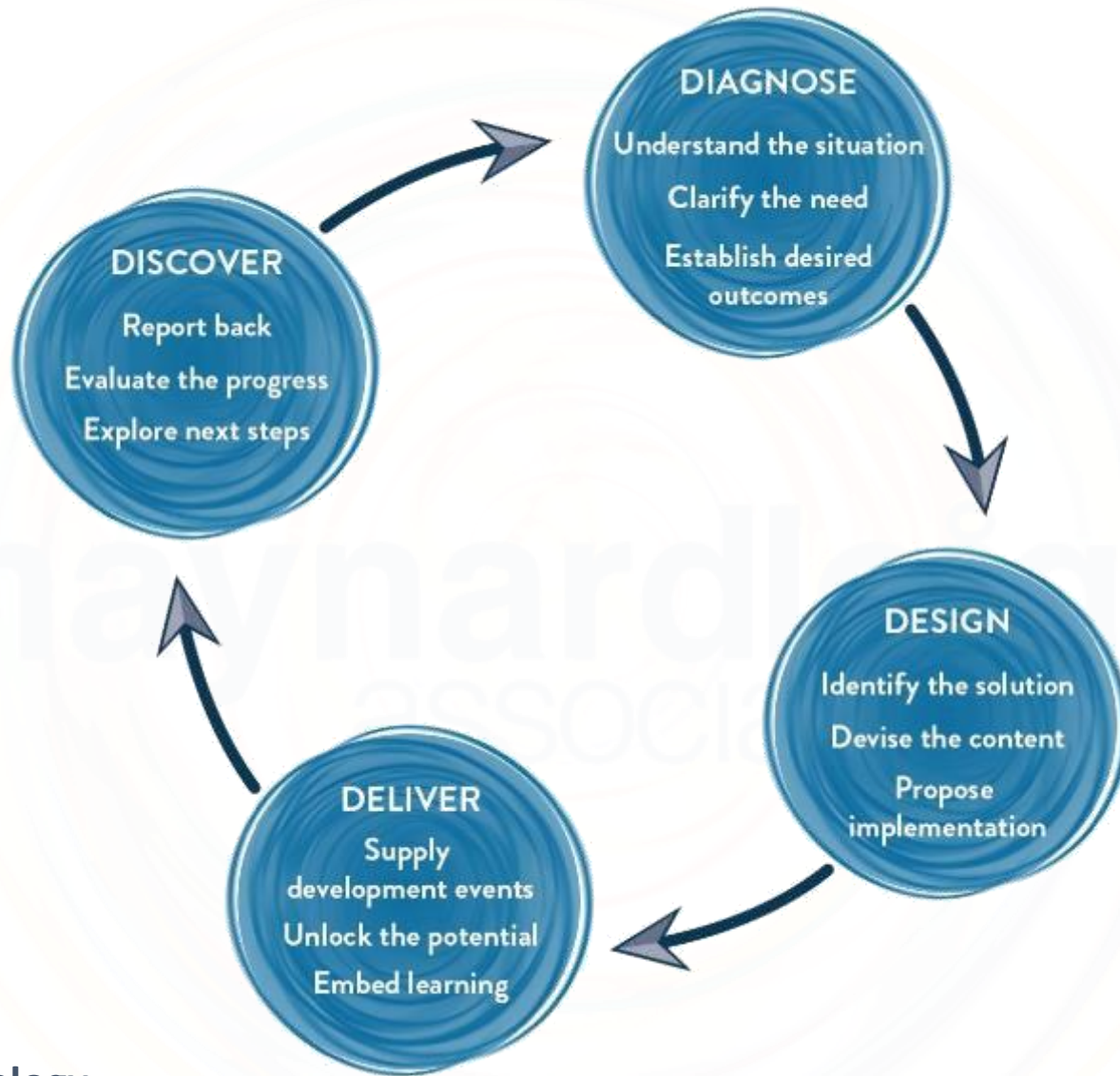
Opportunity

For Career growth, this is an opportunity for them to take their skills sets to the next level and prepare themselves for leadership roles.

Need

In the phase 1 of their development, we are required to suggest a journey with half or one day training programs and multiple touch points.

Our Approach



Methodology

We use Interactive theatrical exercises along with Psychological and L & D tools

Diagnosis



We propose to spend a day meeting the HR, target participants, their managers to collect information about-

- 1. Current State - what's working, areas of strengths, challenges, etc.**
- 2. Gather anecdotes, examples & situations relevant for the workshop.**
- 3. Understand what stops them speaking in public forums**
- 4. How would they rate their interactions with the stakeholders, customers on the scale of 1-10 (1 being the lowest and 10 being the highest)? Reasons for their ratings**
- 5. How important is it for them to generate impact and network with the leaders/people during meetings?**
- 6. What is the most intimidating factor while having conversations with the stakeholders?**
- 7. Get to know their work flow**

Design



Post the diagnosis, we get into the design phase of the learning intervention.
Here are 3 things we will do:

Diagnosis report: A report is generated which would reflect the outputs from Diagnosis (The identity of the participants would be confidential).

Design Customization: The consultant will design the final objectives and customize the content of the learning intervention. Modules of the workshops are designed, activities are mapped to the examples, new handouts are drafted based on the content.

Design Presentation: The final objectives and design of the learning intervention are presented to the learning partners/stakeholders via skype/call/in person

The 'Impact and Influence' Journey

Day 1

1

First day: AIM workshop



Day 15

2

Second day: Be yourself day



Day 30

3

Third day: Chemistry



Tentative Learning Objectives- First Day: AIM (Sample): After the workshop, the participants will:



Think :

- People notice my impact, no matter when & where I am
- I need to prepare my purpose/aim before the meeting
- First Impressions are important, I need to make them count
- Everything makes an impact- my dress, entrance, body language, voice



Feel:

- **Clear** of the purpose of communication
- **Aware** of my impact on others
- **Prepared** to express my opinions



Be more able to:

- Convey quality in their personal message
- Communicate effectively by managing body language, tone and words
- Clarify the impact I would like to I would like to have

Sample workshop Content: First Day: AIM upto 8 participants in each batch with one consultant

| Narrative | Session Title | Session Details | Methodology |
|--|-------------------------------|--|---|
| Getting Comfortable, understanding the scope of PI | Party Mingling | Participants move around having conversations around what is Personal Impact and what it means to them. | Experiential |
| | Introduction | <ul style="list-style-type: none"> •Welcome and context setting •Maynardleigh & participant Introductions •Permissive Encouragement – Play & Express yourself | Theatrical warm ups Experiential Context setting |
| Awareness of what works and what needs Improvement. People notice the impact everywhere | ON-OFF Modes & Masks | <p>ON = When you know you're being seen and having to represent your personal brand.</p> <p>OFF = Those unguarded moments when you are being watched and you're not aware of it.</p> <p>Masks - Holding on to our individuality and being appropriate to people around us.</p> | Leader & participants offer insight |
| Make a good first impression Articulate adequately in all channels (virtual and in person) | The first impression | <p>How individuals want to be seen?</p> <p>How they fear they are seen?</p> <p>Appearance, posture, stature, speech, image and style.</p> | Facilitator led exercise. |
| How do you communicate effectively? Having a in the body experience and knowing the difference | Communication Model (55,38,7) | Discussion on the importance of Non Verbal Communication. | Using your body holistically to communicate, experientially shared by facilitator |
| Wearing masks - does it help create impact or dilutes it? | Moment of Impact | A quick sharing of a moment when we were able to create impact and identifying what helped create it. | Storytelling, In pairs |
| Choosing to make an impact. | Prepared communication | Participants present their 1 minute introduction. They will be asked to come prepared with this before the workshop. | Participant presentations. |
| Awareness of what works and what needs improvement. Practice in giving and receiving feedback | Feedback | <p>Each person receives feedback from the group and the leader</p> <p>Analysis of each person's strengths and areas of improvement</p> <p>Introduction to the A, B & C of creating impact.</p> | Leader & participants offer insights |

Sample workshop Content: Day 1 contd

| Narrative | Session Title | Session Details | Methodology |
|---|------------------------|--|---|
| Becoming self aware of the | Video Feedback | Participants get a chance to see themselves and consolidate learning points from feedback. They evaluate themselves using the filter of A, B & C | Video play backing the room |
| Participants share their issues when it comes to making an impact | Issues List & Buddy Up | Based on the experiences above participants narrow down on the 2-3 things they need to work on in order to increase their impact. Coaching pairs are made. | Discussion with coach and putting issues on a flipchart |
| Appreciating differences in style and how appearance impacts on our audience. | Style Audit | Impact comes from Care, Flair and Aware Care = Demonstrate that you value yourself Flair = Express your self, be creative, personal style Aware= Make sure your clothes are appropriate | |
| Be Precise and Impactful in delivering message. Structure Communication . | AIM | Clarifying objectives. What is the purpose of any communication? What would a positive outcome look like? Working with purpose and performance objectives. Structuring communication for Impact | Facilitator led, Participant exercises. |
| How to build confidence and self esteem of a person | Status | <ul style="list-style-type: none"> It creates a Personal Impact while interacting with others Recognizing the status of others | Role Plays. |

Learning Objectives- Second Day: Be Yourself (Sample): After the workshop, the participants will:



Think :

- I am making an impact at every moment- consciously and unconsciously
- I have the tools to impress and establish credibility/ authority
- When I am tapping into my authentic self, I am making larger impact



Feel:

- **Confident** while having conversations with the stakeholders
- **Courageous** to speak up in public forums



Be more able to:

- Express my opinions and points of view concisely & articulate effectively
- Creating win-win in conversation through a balance between courage and consideration
- Increase ability to gain buy-in and create impact through increased personal presence/charisma

Sample workshop Content: Second Day: Be Yourself upto 8 participants in each batch with one consultant

| Narrative | Session Title | Session Details | Methodology |
|---|---------------------------|---|--|
| | Recap of Day 1 | Sharing the learnings from last session and what was implemented | |
| Knowing the story behind our current behaviors | Cut Story | We have many colours, however, experiences dry up some of our colours. It's possible to retrieve them. The competence model is shared. | Facilitator Led |
| Establish credibility/ authority. Communicate with assertion and confidence. | Be Yourself | It's not only about WHAT we communicate. It's also about HOW we communicate. Preparing all your resources to create a Personal Impact – MIND – Centering Technique and building awareness BODY – Preparatory exercises for keeping the energy flowing BREATH – Taking care of anxiety VOICE – Helps in pitching with impact, and; EMOTIONS – Supports in getting along with variety of people | Practical exercises Participants practice |
| Being able to express emotions comfortably with a balance | Emotional Expression | The importance of being able to emotionally express ourselves & convey a message appropriately | Participants in pairs expressing around 20 - 25 emotional statements (based on sad, glad, mad & afraid). |
| What is the point of you? What is your point of view? What are your values? What makes you, you? | Personal Branding | Answering questions about self and finding a symbol that defines 'me'. | Reflective Exercise and Sharing |
| Any uncomfortable conversation has elements of courage and consideration. We need to constantly move towards balancing the two. | Courage and Consideration | Exploring states of being submissive, passive aggressive, aggressive and assertive through a role play with multiple responses. | Theatrical Exercise |
| Connect with the audience passion and ability to convince realization of power of truth Spontaneity | Connecting with Passion | Communicating with belief, experiences, power of narrative and importance of storytelling Exploring the power of expression Spontaneity during presentations | Participant exercises |
| | Preparing for Chemistry | Participants receive a homework for day 3 where they build a network map of people potentially to be connected | |

Learning Objectives- Third Day: Chemistry (Sample): After the workshop, the participants will:



Think :

- I will give my audience my complete attention and be present to them
- Being in rapport is a two-way street and important to team productivity
- I can now anticipate challenges while having conversation with stakeholders



Feel:

- **More present** while communicating
- **Connected** with people around me
- **Excited** to network



Be more able to:

- Create personal chemistry and rapport to increase visibility in public forum
- Increase ability to make an impact through increased personal presence/charisma
- Build relationships with Stakeholders, customers and colleagues
- Build genuine connections by knowing people in network

Sample workshop Content: Third Day: Chemistry upto 8 participants in each batch with one consultant

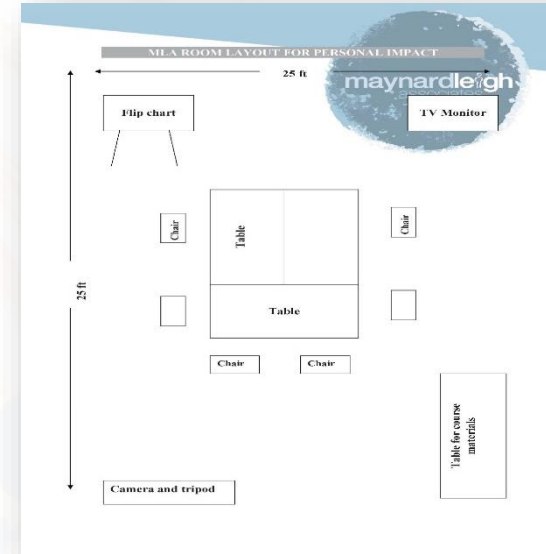
| Narrative | Session Title | Session Details | Methodology |
|---|--------------------------------------|--|---|
| | Recap of Day 2 | Tuning in and checking the feelings. Warm up activities | |
| "Capable In influencing outcomes of meetings/discussions Comfortable in influencing people and teams .Building rapport with stakeholders" | Chemistry (Using Meeting Simulation) | Attention-Choosing where to focus. Focusing attention on the other person or people. Interdependence-Working creatively in partnership and collaboration with others.. Rapport-Mirroring and developing sensitivity to others, Developing empathy, Understanding the other person. | Facilitator psychodrama Participant exercises |
| To practice focusing attention on the other person. | Influencing Techniques | Influencing Technique Push, pull, Support, Anticipate, Answer & Offer (PPSAAO)/ Understand what's the story- Get to know the situation, problem, implication and need to provide the Solution/ | Facilitator led presentation. Participant exercises. |
| Preparation on pitches and delivering them under spotlight | SPINS / PPSAAO Pitch | Participants prepare a pitch - using SPINS (Situation, Problem, Implication, Need and Solution) OR PPSAAO (Push, Pull, Support, Anticipate, Answer and Offer). | Facilitator led presentation. Participant exercises. |
| | Action points | Participants summarize their action points from the workshop. | |

Discovery meeting



A one to one meeting with leader and L&D partner to review the journey and devise the next intervention for the same audience.

Room Layout



We love alternative ways of setting up a workshop! Creating an atmosphere where the participants feels absolutely comfortable and yet challenged. In this workshop, the use of theatre, team games and experiential methodologies are essential ingredients, hence we'd require ample place to move around and make noise.

Please book a space with ample natural light (Yes, we want sunlight streaming in) and no fixed furniture for the leaders to work with one MaynardLeigh consultant.

Things Required at the Venue

For the workshop, we will need the below mentioned:

- **LCD projector** and projection screen
- **UPS Power Back-up** for Laptop, LCD projector & Laptop speakers
- **External speakers** (for laptop connectivity). The external speakers should be loud enough to play music for the team.
- **White board** & White board markers (2 blue, 2 black, 2 green)
- **Flip chart** and Flip chart stand with suitable clips
- **Colour pens** (Normal sketch pens - about 30)
- **Notepads and pens** (for participants)
- **Blu Tac** (This substance is used to stick things, posters or paper on the wall)
- 20 A4 Size normal and **drawing sheets**
- 2 tables for the consultant(one will be used for the projector and the other for keeping the handouts)



Your Investment for 3 batches with 8 participants each

| <u>Diagnose & Design (For the whole Intervention)</u> | | |
|--|---|----------------|
| One Day Diagnostic Interviews Design (creating report, customizing design, presentation of design)- 1 day worth of investment for designing the entire journey | INR 65,000/- (One time charge) | |
| <u>Delivery (for each batch of 8 leaders)</u> | | |
| <u>Activity</u> | <u>Investment</u> | |
| Professional Fee for delivery workshops | INR 65,000 Per Day per consultant X 3 consultants X 3 workshop Days | INR 5,85,000/- |
| Learning Material, DO IT NOW card, Folders, Books (for the whole journey) | INR 1030 X 24(as per actuals) | INR 24,720/- |
| Total Investment for journey covering 24 women leaders | | INR 6,09,720/- |
| Total Investment per batch | | INR 2,03,240/- |
| Total Investment per leader | | INR 25,405/- |

Commercial Terms & Conditions

- ❖ Client is responsible for providing venue, conference facilities, AV equipment.
- ❖ Travel outside Delhi NCR - Air, stay & airport/ venue cab transfers to be taken care by the client.
- ❖ Travel inside Delhi NCR - at Rs. 12.00 Per Km.
- ❖ Not inclusive of applicable taxes (service tax @ 15.00%).
- ❖ A commercial contract will be signed before the execution of the project.
- ❖ 50% of cancellation fee will be charged on any cancellation or postponements that occur within 3 to 20 working days of the confirmed date of delivery.
- ❖ 100% of cancellation fee will be charged on any cancellation or postponements that occur within 0 to 2 working days of the confirmed date of delivery.
- ❖ The above commercials are valid till the 31st December, 2017
- ❖ Contracts, legal & accounting paperwork (including billing & payments) will be in the name of “Life Strategies Humancare Pvt. Ltd.”

Next Steps



- **Contract and PO:** Once we close on the commercials, let us begin the process to close the contracts and get the PO
- **Diagnose** - We'd like to begin the diagnosis phase to clarify the need and establish the learning outcomes. Please let me know if 11th or 13th July works for you.
- **Book:** Let us know if 21st July works for you for the first workshop

Let's work in partnership to create impact & unlock potential



For further information please connect with:

| | |
|------------------|--|
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