

Make an impact in meetings, calls, video-conferences, presenting & communicating

Communicate persuasively to **win support**

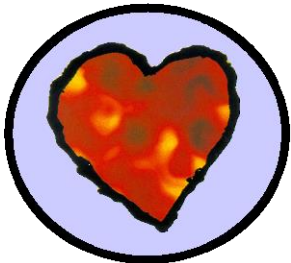
Use multiple colors of your personality to **get the point across**

What is covered in this approach paper?



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In a nutshell

Being on a high-stake conversation with a decision maker; creating buy-in on a change idea; reporting to senior stakeholders or handling a global client can all be a daunting experiences and can inhibit the most gifted people. You are effectively entering a foreign territory to people who are more senior than you with power and influence beyond your sphere and who aren't your regular colleagues. If you succeed, your reputation is in the ascendant; fail and it will be hard to recover.

In preparation for such encounters, our programme could focus on five key areas of:



Preparation Work

Participants are asked to bring a short (3 Minute) piece from a live presentation, which they might have presented or are about to present. We emulate a live scenario by acting out as the target audience of the presentation.

Personal Work

Our work in the workshop will be centred around individual-insightful feedback, uncovering what's happening beneath the surface for the leaders which might be inhibiting their ability to make an impact. For the same, we limit to 8 participants in a workshop.

Our Approach



Methodology

Theatre, Psychology and Learning & development tools

Diagnose



We propose to also spend one day in your office to meet few target participants, HR Stakeholders, managers of the target participants to customize the design according to your need. All the combined inputs will be incorporated into the design and make it more relevant.

We would need information on:

1. Current State - what's working, areas of strengths, challenges, etc.
2. Current audience and level of their presentations.
3. Gather anecdotes, examples & situations relevant for the workshop.
4. Get to know their work flow

Delivery

We believe performance occurs when we can impact one's thinking, feeling and as a result their actions. At the end of this intervention, these shall act as our guiding principals.

Think

- I will get into a meeting/interaction with a clear aim of what I want to convey and what I expect at the end of the interaction.
- My communication impacts my results- I need to prepare and structure my thoughts before an important interaction
- Preparing mind, body and voice is key to making an impact
- I need to anticipate the challenges, feelings and the reaction that my message can have on the audience.
- Creative structuring are a key to memorable presentations
- I can field hostile questions- as I am fully prepared

Feel:

- Confident and equipped to handle high pressure encounters
- Rehearsed and ready- I know how to deal with different scenarios/stake-holders
- Capable and assured to influence outcomes of meetings/discussions
- Excited to present

Be more able to:

- Prepare and Structure my thoughts/flow of the meeting
- Be present to the audience- listen to the said and the unsaid.
- Move an audience to think/feel and act the way I want
- Change my style of delivery depending on the medium I am using.
- Increase ability to gain buy-in from others because of the impact I create.



Workshop Content – Day 1 – Presenting with Presence

Preparation work: Prior to the workshop, participants are asked to prepare a short (maximum 3 minute) presentation. This is used as a vehicle for assessment of current strengths, personal style and development areas. The presentation is recorded on video and used for analysis and feedback.

Time	Session Title	Session details	Methodology	Outcome
9:30 am	OUTLINE & PURPOSE OF THE DAY	<ul style="list-style-type: none"> - Leader introduces the day, including: <ul style="list-style-type: none"> • Principles - An exploration of the principles behind our approach to Inspirational Presence • Format - Outline of the shape of the day and how exercises will be used to practice each area of presence 	Trainer led	Introduction to course Context Permissive encouragement
9:45 am	INTRODUCTIONS & PERSONAL ISSUES	<ul style="list-style-type: none"> • Outlining personal learning objectives 	Participant sharing	Focus on learning objectives
10:30 am Break at 11:00 am	PREPARED PRESENTATIONS	<ul style="list-style-type: none"> • Each participant delivers their 3-minute prepared presentation. These are recorded 	Presentation by participants	Practice and self introspection
11:15 am	FEEDBACK	<ul style="list-style-type: none"> • Each person receives feedback from the group and the leader, focusing on clarity of message, structure, authenticity, use of visual aids, effect on audience • Analysis of each person's strengths and areas for improvement • Introduction to 5 P's of Inspirational Presence 	Leader & participants offer insight	Awareness of what works and what needs improvement Openness in group Practice in giving and receiving feedback
12:30 pm Lunch break from 1:00pm-2:00pm	VIDEO FEEDBACK	Participants get a chance to see themselves and consolidate learning points from feedback. They evaluate themselves thru the filter of 5 ps	Video play back in the room	Self awareness Vulnerability Validation of feedback Focus on areas of development Self realization

Workshop Content – Day 1 Cont. – Presenting with Presence

Time	Session Title	Session details	Methodology	Outcome
2:00 pm Tea break from 3:15- 3:30pm	PREPARING YOURSELF	<p>Making sure you are fully prepared to deliver the presentation/speech/pitch/meeting</p> <ul style="list-style-type: none"> • Preparation section • Preparing your physical self: body, Breath, Mind , Relaxation and voice exercises <p>Preparing the content - Right / Left Brain concept Story boarding/ story spine</p>	<p>Physical</p> <p>Trainer led activity</p> <p>Paper and color based activity</p>	<ul style="list-style-type: none"> •Warmed up Body and Mind ; •Ease and comfort in delivery •Energy balance •Enhancing the visual appeal of the message •Learn Structure and story telling
3:30pm	COMMUNICATING WITH PURPOSE	<ul style="list-style-type: none"> • Defining the purpose and desired outcome of a presentation/speech/pitch/meeting • Extending the range of expression - vocal variety and body language - to affect your objective and taking responsibility that it lands on the audience • A short section of original vignettes/scenes focusing on specific purpose • Feedback & coaching •Overall purpose and moment to moment purpose • Exploration of emotional content of speeches and range of emotional colors available to each person 	<ul style="list-style-type: none"> •Scene work •Rehearsals •Coaching in creative partnership 	<ul style="list-style-type: none"> • clear statement of objective • clarity of think , feel and what will my audience do (ACT) • writing active Aims • responsibility for ensuring that the message lands and bring congruence in body and words
5:15pm	OVERNIGHT TASK	<ul style="list-style-type: none"> • There is some work to do in preparation for the next day. Overnight work •What did I learn •Creative presentation 		

Workshop Content – Day 2 – Presenting with Presence

Time	Session Title	Session details	Methodology	Outcome
9:30am	PRESENTATIONS	Consolidating learning & Feedback on development	•Participant activity	•Recap •Gain confidence about using creative ways to communicate
10:30am	PRESENCE	<ul style="list-style-type: none"> • Exercises to develop presence • How to command attention • Dealing with nerves 	Experiential activity	-Awareness of the surrounding and self habits
Tea break 11:30- 11:45am			Participant Presentation	-Alertness
			Debrief of exercise	-Alive and present to the needs of audience, said and unsaid
11:45am	SPEAKING WITH INSPIRATION	<ul style="list-style-type: none"> • Communicating the belief , experiences, power of narrative, and importance of storytelling 	Participant presentation	<ul style="list-style-type: none"> • connect with the audience • passion and ability to convince
	PASSION	Speeches that moved the world Devising a presentation, with a tight deadline, about a change idea Refining the content with support from others	Videos of great speeches	<ul style="list-style-type: none"> • realization of power of truth •Spontaneity
2:00pm	PERFORMANCE OF SPEECHES	<ul style="list-style-type: none"> • Final performance • Delivery of conviction • Feedback and direction to improve performance 	Feedback on Delivery	<ul style="list-style-type: none"> •Confidence •Achievement •Feedback

Workshop Content – Day 2 Cont. – Presenting with Presence

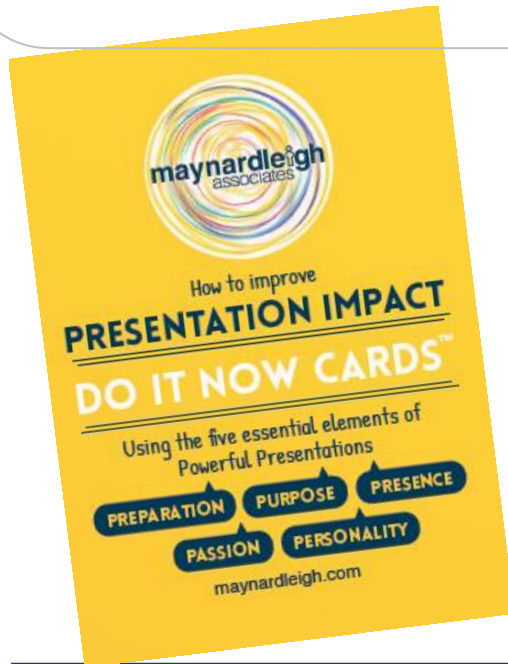
Time	Session Title	Session details	Methodology	Outcome
3:00pm Tea Break: 3:30pm- 3:45pm	HANDLING QUESTIONS	<ul style="list-style-type: none">• How to deal with questions• How to get your essential message across despite a possibly hostile audience	Interview Method Practice , coaching in creative partnership	<ul style="list-style-type: none">•Ability to deal with hostile audienceBalancing energy when you are questionedPersonality feedback
3:45pm	BUILDING RAPPORT	<ul style="list-style-type: none">• Rapport Building Techniques• Developing rapport in meetings.	Trainer led discussion	Ability to care for results , quality and emotions
4:15pm	FINAL FEEDBACK	Each person receives feedback from the group	Participant Presentations & Feedbacks	•Final Presentations & feedback
5:00pm	RECAP & ACTION PLANNING	<ul style="list-style-type: none">• Review learning points of the course• Identifying next steps	Recap Action planning	<ul style="list-style-type: none">•To be able to take action•How to sustain the learning•buddy

Learning Collaterals

The Perfect Presentations and Perfect Communications Book

Each participant receives a copy of the “Perfect Presentations” book by Andrew Leigh & Michael Maynard. To get them started on Impact and influence and to consolidate the learning from the first session.

The books can also supplemented with tests throughout the journey to ensure participants are reading the collaterals.



Do-It-Now Cards

At the end of the journey, each participant receives a Do-It-Now cards set which offers inspiring and practical ideas on presenting and communicating.

This is a handy tool to ensure the learning are practiced post the journey.

Investment

Investment for the “Presenting with Presence” workshop

Estimate based a batch covering a total of 8 Participants

<u>Diagnosis and Design</u> Professional fee for consulting time spent on diagnosis & design customization (Half Day Consulting)	Rs. 40,000/- (One time investment)	Rs. 40,000/-
<u>Delivery</u> Professional Fee for delivery-	Rs.65,000 per consultant per day X 2 Days	Rs. 1,30,000/-
Cost for the Do-it- Now Cards- Presenting, Perfect Presentations Book, Pen drives, folders and hand-outs	Rs. 900 per participant X 8	Rs. 7,200/-
<u>Videography</u> Cost of Videographer for 2 Days	Rs. 8,000 Per Day X 2 Days	Rs. 16,000/-
Total Investment per workshop		Rs. 1,53,200/-

Commercial Terms & Conditions

- ❖ Commercials not inclusive of travel and logistics cost.
- ❖ Client is responsible for providing venue, conference facilities, AV equipment.
- ❖ Venue to have free space for exercises, no fixed furniture and natural lighting.
- ❖ 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 professional fee is payable in advance.
- ❖ 50% of cancellation fee will be charged on any cancellation or postponements that occur within 20 working days of the confirmed date of delivery.
- ❖ The above commercials are valid till the 31st December,2016
- ❖ Contracts, legal & accounting paperwork (including billing & payments) will be in the name of "Life Strategies Humancare Pvt. Ltd."
- ❖ Our workshops are active, human & maybe sometimes loud - Client to ensure that the venue has natural lighting, enough space for movement & exercise and should not have fixed furniture/tables etc. It should also be an area where the surroundings allow for a degree of noise (wonderful, engaged sounds 😊) created by our participants, this comes as a part of the theatre based experiences we facilitate for them.

Our Clients



McKinsey & Company

AstraZeneca



GlaxoSmithKline



Cognizant

BRISTLECON
Your Supply Chain. Optimized.



Alcatel-Lucent



HSBC Global Resourcing



PEPSICO



Sopra
group

Max Bupa
Health Insurance

steria

SONY

LOTUS
HERBALS
strength of purity

perot systems

Hindustan Coca-Cola Beverages Pvt Ltd

apollo



MAX
LIFE
INSURANCE
Your Partner for Life

TECTURA

airtel



Bharti Infratel Limited



LANCO

EXL xerox
GO NEXT. NOW.



FORMULA
GROUP
Mobility Managed.



HYATT

Artech
INFORMATION SYSTEMS LLC



Grant Thornton



comviva

Birlasoft

stryker



AON Hewitt

Rediffusion Y&R



SYNTEL
Consider IT Done



Punj Lloyd



ARICENT



unitech

RANBAXY
LABORATORIES LIMITED

ANSEL API
Building lifestyles since 1967

JBM Group
maynardleugh
associates



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



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