



UNITED SPIRITS
A DIAGEO Group Company

Make an impact while presenting & communicating
Make your content right (crisp, clear and precise)
Use multiple colors of your personality to get the point across
Learn to handle difficult questions and control your nerves



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Presenting With Presence – In A Nutshell

Being on a high-stake negotiation table in front of a decision maker to sometimes reporting to senior stakeholders to handling a global client can be a daunting experience and it 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 focuses on the following five key areas (**The 5Ps of Presenting**):



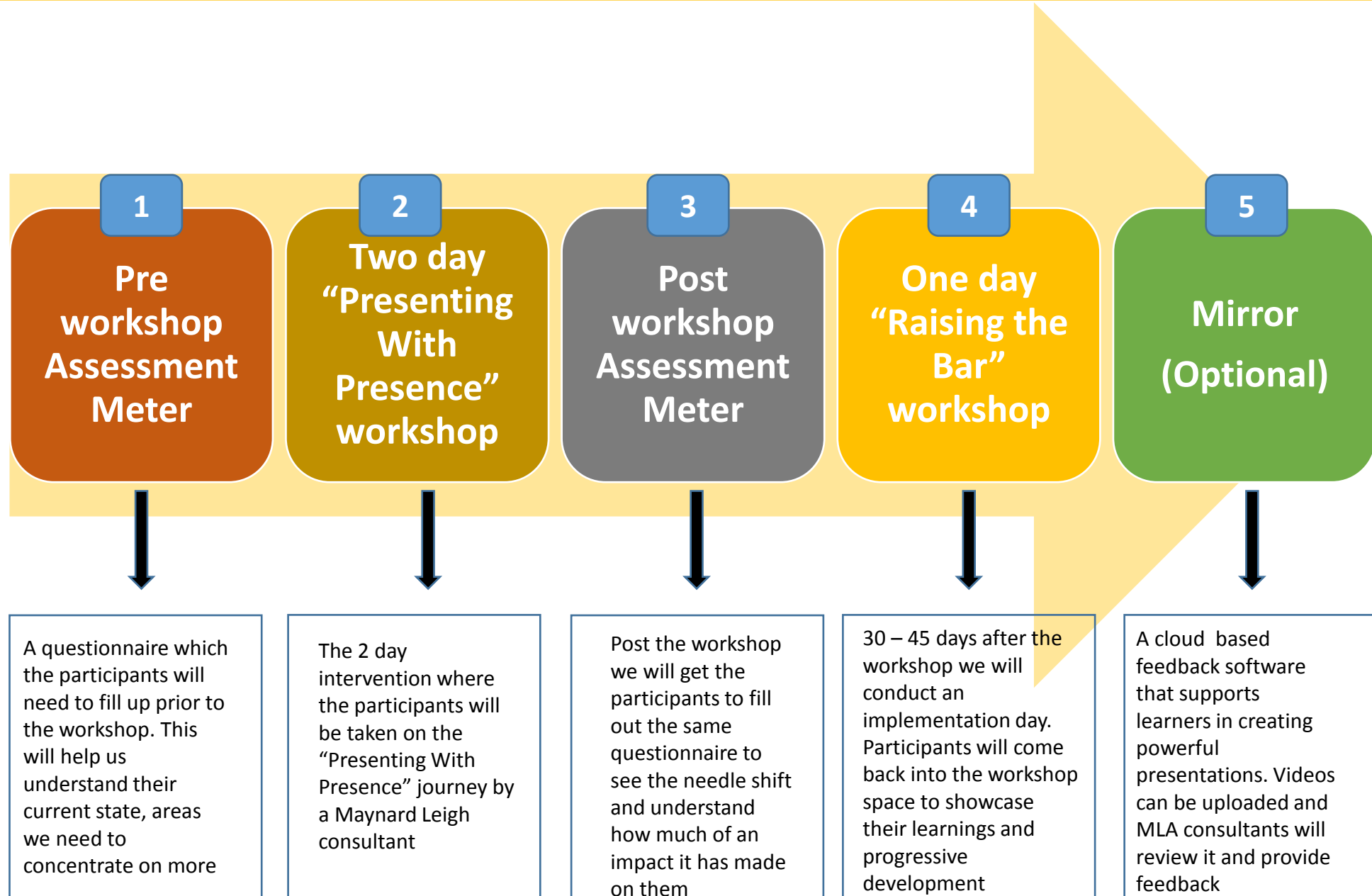
Preparation Work

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

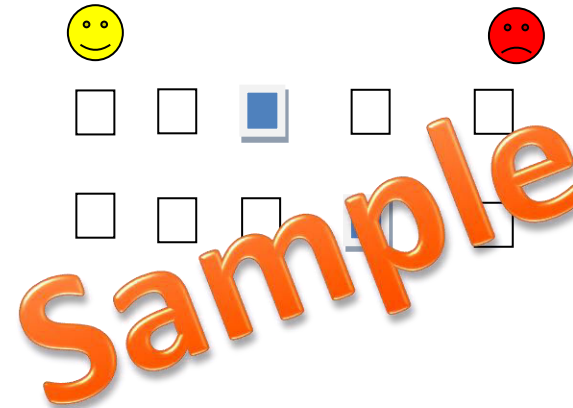
Our work in the workshop will be centred around individual-insightful feedback, uncovering what's happening beneath the surface for the leaders which might be inhibiting their ability to make an impact. For the same, we limit to 8 participants in a workshop.

A sample “Presenting With Presence” Journey



Pre Workshop Assessment Meter - Questionnaire

Positive Behaviors
1. Presents information with confidence
2. Expresses ideas concisely and clearly
3. Confident in arguing a point rationally; even with seniors
4. Listens well
5. Paraphrases and checks understanding



Negative Behaviors
Uses passive resistance rather than confidently putting forward ideas
Communication/ presentations are confused and unclear
Becomes aggressive or submissive and loses focus
Doesn't listen
Doesn't ask questions to seek, clarify or check understanding

Fill your profile

The Managers of the participants and participants themselves to fill a Questionnaire which will have a set of questions regarding their behaviors against the competency and how often do they exhibit them. They will need to take out approximately 12 to 15 minutes to complete this assessment. Post assessment we will be able to generate a report which will significantly tell us where the gaps are and will help us focus on addressing these issues at the workshop.

Tentative Learning Outcomes of the Workshop



Think:

- I will get into a large forum 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 and the associated stress
- Rehearsed and ready - I know how to deal with different scenarios/stake-holders
- Capable and assured to influence outcomes of meetings/discussions/presentations
- Excited to present



Be more able to:

- Prepare and Structure my thoughts/flow of the meeting/presentation
- Be present to the audience - listen to the said and the unsaid
- Persuade an audience to think/feel and act the way I want and build rapport
- 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
- Handle difficult questions with tact
- Use creative props and build a story
- Move away from long boring PPT's

Workshop Day 1 Tentative Design (Max 8 Participants Per Batch)

Time	Session Title	Session details	Methodology	Outcome
9:30 am	OUTLINE & PURPOSE OF THE DAY	Trainer 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	<ul style="list-style-type: none"> 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	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 trainer, focusing on clarity of message, structure, authenticity, use of visual aids, effect on audience Analysis of each person's strengths and areas for improvement <p>Introduction to 5 P's of Inspirational Presence</p>	Trainer & participants offer insight	<ul style="list-style-type: none"> Awareness of what works and what needs improvement Openness in group Practice in giving and receiving feedback
12:30 pm	VIDEO FEEDBACK	<p>Participants get a chance to see themselves and consolidate learning points from feedback.</p> <p>They evaluate themselves through the filter of 5 Ps</p>	Video play back in the room	<ul style="list-style-type: none"> Self awareness Vulnerability Validation of feedback Focus on areas of development Self realization

Workshop Day 1 Cont'd Tentative Design (Max 8 Participants Per Batch)

Time	Session Title	Session details	Methodology	Outcome
2:00 pm	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 Day 2 Tentative Design (Max 8 Participants Per Batch)

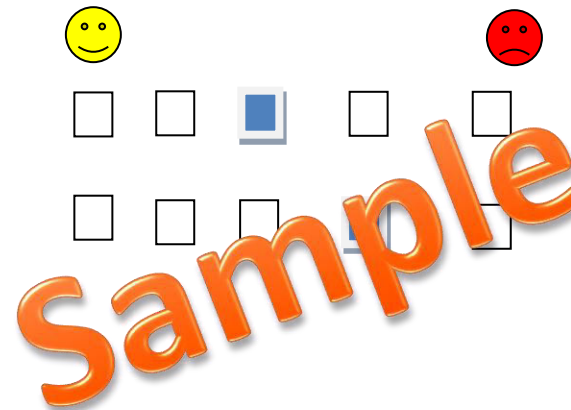
Time	Session Title	Session details	Methodology	Outcome
9:30am	PRESENTATIONS	Consolidating learning & Feedback on development	Participant activity	<ul style="list-style-type: none"> Recap Gain confidence about using creative ways to communicate
10:30am	PRESENCE	<ul style="list-style-type: none"> Exercises to develop presence How to command attention Relaxation and dealing with 'stage-fright' 	Experiential activity Participant Presentation Debrief of exercise	<ul style="list-style-type: none"> Awareness of the surrounding and self habits Alertness Alive and present to the needs of audience, self and business
11:45am	SPEAKING WITH INSPIRATION PASSION	<ul style="list-style-type: none"> Communicating the belief, experiences, power of narrative, and importance of storytelling Speeches that moved the world Devising a presentation, with a tight deadline, about a change idea Refining the content with support from others	Participant presentation Videos of great speeches	<ul style="list-style-type: none"> Connect with the audience Passion and ability to convince 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 Day 2 Cont'd Tentative Design (Max 8 Participants Per Batch)

Time	Session Title	Session details	Methodology	Outcome
3:00pm	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 audience Balancing energy when you are questioned Personality feedback
3:45pm	BUILDING RAPPORT	<ul style="list-style-type: none">• Rapport Building Techniques• Developing rapport in meetings/presentations	Trainer led discussion	<ul style="list-style-type: none">• Ability to care for results, quality and emotions
4:15pm	FINAL FEEDBACK	Each person receives feedback from the group	Participant Presentations & Feedbacks	<ul style="list-style-type: none">• 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

Post Workshop Assessment Meter - Questionnaire

Positive Behaviors
1. Presents information with confidence
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Fill your profile

- Post completion of the workshop we will have the participants fill up the another questionnaire to see how much progress was made
- This will ensure that they themselves see what has changed for them when it comes to presenting and it will also reinstate the fact that there are certain areas that they need to concentrate on more
- This will also give us a better understanding of which areas we need to instill in each participant when we conduct the “Raising the Bar” implementation workshop

Raising the Bar



- This is a one day follow on course called 'Raising The Bar' that continues to explore each individual's style of presentation
- This session builds on what you learnt on PWP and would take your presentations skills a stage further
- 'Raising The Bar' looks in more detail at the elements that contribute to presentation success
- During the course you will explore the finer points of devising compelling content, and takes individual delivery skills to the next level
- The theme of the whole day is about refining skills and increasing impact
- Timeline – 30 to 45 days after the workshop is conducted

Sustain the Learning | Post Workshop Tools | Mirror - OPTIONAL

Mirror: Reflecting your potential

Maynard Leigh introduces a cloud based feedback software that supports learners in creating powerful presentations.

Mirror adds immense value by the simple yet powerful means of making space for feedback

Steps in the Mirror Process:

- a) In order to receive feedback, participants upload a video of themselves while presenting a concept or idea
- b) Participants then select a Maynard Leigh Consultant from whom they wish to receive feedback online
- c) The consultant views the video and provides feedback to the participants on their presentation style as captions during the length of the video (moment to moment feedback)
- d) Participants can then use the play-pause facility to comprehend the feedback

Learning Collaterals

The Perfect Presentations 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 be 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 learnings are practiced post the journey.

Discovery Meeting Post Workshop



A one to one meeting with HR stakeholders to take feedback on the intervention and how it was received and next action steps.

Commercial Investment Cost

<u>Delivery (Max Participants in Each Batch can be 8)</u>		
<u>Activity</u>	<u>Investment Rate</u>	<u>Actual Investment Per Batch</u>
Professional Fee For Workshop Delivery	INR 65,000 Per Consultant Per Day x 2 Days Per Workshop X 1 Consultant	INR 1,30,000
Professional fee for one day Raising the bar workshop OPTIONAL)	INR 65,000 per day per consultant X 1 day X 1 consultant	INR 0
Mirror - Cloud based Feedback software (OPTIONAL)	INR 3,000 per video	INR 0
Fee for Stage Manager	INR 7,500 X 2 Days	INR 15,000
Perfect Presentation Books, Hand-Outs, Do It Now Cards, Pen-drives, Certificates	INR 1250 Per Participant x 8 Participants	INR 10,000
Total Investment covering 8 participants		INR 1,55,000
Cost per participant		INR 19,375

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 (GST)
- 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 March, 2018
- Contracts, legal & accounting paperwork (including billing & payments) will be in the name of “Life Strategies Humancare Pvt. Ltd.”

Trainer Profiles – Anand Mittal

Leadership is about authenticity, it's about being yourself. This is how he defines leadership and demonstrates as well.

Total 15 years of total experience, out of which a decade of facilitation and theatre.

Anand has conducted trainings on influencing skills at work, personal impact with different stakeholders, effectively lead self & your teams, effective communication, appraisal discussions, time management, team building, customer service skills, customer satisfaction, telephone etiquettes etc.

Has also used his coaching skills with individuals at Wells Fargo, RBS, Cognizant technologies, Quattro to achieve their personal & professional goals.

He is a trained actor and a drama instructor from Barry John Acting Studio. In his experience as a Theatre director, has written many plays, street plays for amateur actors and corporates. During this process, has learnt how to deal with difficult actors, egos and to be able to create harmony amongst the ensemble. Was also a part of some corporate films for ICICI bank as an actor while in Mumbai.

Some of the clients who have appreciated his work include:

Mckinsey & Company, EY , CII ITC - CESD, Ikea, SABMiller, Cognizant technologies, Coca Cola, Maxlife Insurance, Royal Bank of Scotland, Eicher Polaris, Sopra Steria, Pepsico, Nestle etc.



Trainer Profiles – Bharat Babbar



Bharat carries with himself a decade's worth of experience as a facilitator.

To quote (and adapt) J.R.R. Tolkien; "One Ring to rule them all, One ring to find them; One ring to bring them all and in **the light, release them.**"

In Bharat's case, the "One ring" is synonymous with stories. His and yours. He believes these stories are powerful reflections of ourselves, where we find clues about what's working brilliantly for us and what could be better.

Seeking these stories has led him to some very interesting places and profound experiences.

From teaching acting at The Barry John Acting Studio in Delhi & Mumbai, working with youth at a juvenile detention facility for a NGO called STEP, to remote towns and villages in Chattisgarh – a project done in association with UNICEF, exploring conflict-resolution at various camps in a region torn apart by the conflict between the Indian army and Naxalites, to making films in Los Angeles, working in collaboration with people from around the world, to behind the camera at the IIFA Awards!

Bharat is from a business family in New Delhi and holds a Bachelor's degree in Commerce from Delhi University. He's taught acting at the Barry John Acting Studio for four years and has acted in numerous plays, films, TV and commercials.

Clients appreciate his ability to create a dynamic and collaborative environment, where they explore and challenge boundaries of peak performance together, create a space to practice and rehearse, come up with practical ideas and practices that can then be applied to the workplace to achieve measurable results.

Bharat has worked as a performance coach with many individuals and teams, facilitating their journey towards being impactful, collaborative, trusting, empathetic, creative and dynamic!

His regular clients include RBS, MaxLife, Cognizant, Ernst & Young, McKinsey, Coca Cola, Pearson, John Deere, Macquarie, Sterlite, Muratec, Penguin Random House and many others.

Trainer Profiles – Nitten Mahadik

Nitten is a multi faceted and talented professional with work experience of more than 10 years. As a high performance coach he has provided team, group and one-to-one sessions for leaders & individuals at the highest levels in corporations and politics.

The aim of his work is to empower individuals to make informed choices of how to live & work in balance with their inner selves and to build high performance businesses & communities.

He has developed people at Tata Motors, Airtel, AON Hewitt, Bristlecone, Fiserv, Lanco, Cognizant Technology, Ernst & Young, Tech Mahindra, Pidilite, Punj Lloyd, Wells Fargo, Sopra, The Oneness University, ICICI Prudential, Vascon & various other IT companies and educational institutions & handled training and sales responsibilities.

Nitten has worked in the area of public speaking & presenting, service orientation, assertiveness, stress management, leadership, kinesics, team building and motivation. He is a high energy , enthusiastic and a driven coach .

Nitten loves his theatre! He has worked in the area of voice culture, body language and communication skills using learnings from the theatre for more than 5 years. He has been certified by renowned trainer and theater personality Mr. Shyam Joshi.



Trainer Profiles – Sanyukta Saha



She identifies herself as a designer of transformative experiences. She believes that theatre is full of surprises and many magical moments.

With Maynard Leigh Associates, she hopes to expand the sphere of influence of drama and its powers to the world of business and the many individual who live within it.

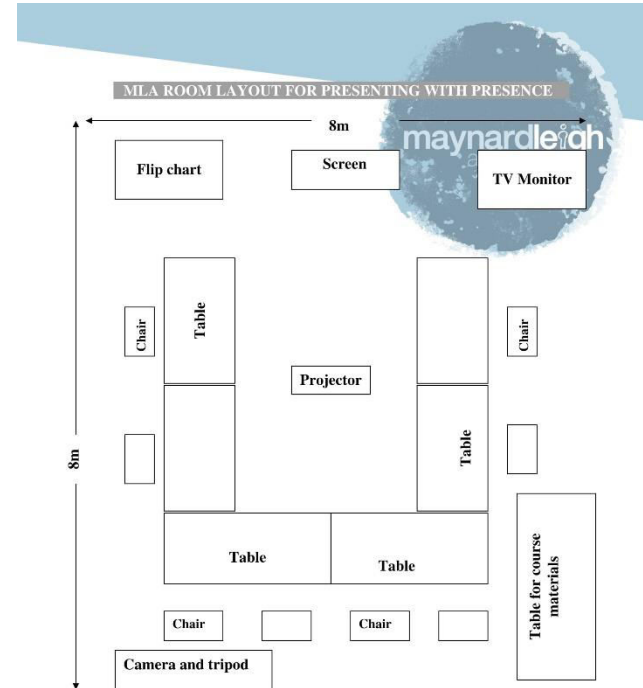
She brings her decade long experience as a theatre practitioner, educator, and facilitator to increase her participants' personal effectiveness.

She has a postgraduate degree from the University of Leeds in Theatre and Development Studies. It was here that she engaged deeply with the possibilities of applying theatre in education, therapy, and in working with communities. She is the Founder and Artistic Director of Aagaaz, a not-for-profit dedicated to creating spaces for learning and critical thought in an attempt to weave a more equitable urban fabric. "Engaging children and young adults across social and geographical boundaries, we relentlessly question 'what is' to probe 'what could and should be' to learn ways to act and perform beyond just the stage". A group of adolescents from Nizamuddin Basti form the core of the organization.

She has been able to transition from her life as a practitioner of arts to someone who also leads a successful arts organization. Leadership, organizational structures, strategies and human resource dynamics are of deep interest to her.

As a leader she strives to create a space that is centred on people and their shared values. With MLA, her core areas of workshop delivery have been building professional presence, personal branding, executive presence, presentation skills, motivation, peak performance, impactful facilitation, and training of trainers. She has engaged with companies like Cognizant, GSK, SpiceJet, McKinsey, EY, Dunhumby, NGK, Canara HSBC, Sopra Steria, Pernod Ricard, Delta, and many more.

Ambience & Room Layout Required



We love alternative ways of setting up a workshop! Creating an atmosphere where the participants feel absolutely comfortable, 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 participants to work with one Maynard Leigh 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 for music playback
- White board & White board markers (2 blue, 2 black, 2 green)
- Flip chart and Flip chart stand with suitable clips
- Color 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)

Next Steps



- **Contract and PO:** Once we close on the commercials, let us begin the process to close the contracts and get the PO
- **Book:** Let us know the dates you are looking at so that we can have consultants available for you

Contact Us

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



For further information please connect with:

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