

PRESENTING WITH PRESENCE



Make a high impact in presentations, meetings, calls, presenting & communicating
Communicate like **future leaders**, and **lead conversations**
Attract Attention by using multiple colors of your personality. **Gauge audience** and
build presence!

An Approach Note (August 1, 2016) (Version 1.1.0)

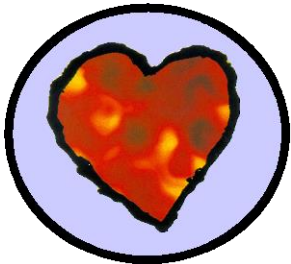
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Your Mandate

Company Overview

- Stryker Corporation is a Fortune 500 medical technologies . Stryker's products include implants used in joint replacement and trauma surgeries; surgical equipment and surgical navigation systems; endoscopic and communications systems; patient handling and emergency medical equipment; neurosurgical, neurovascular and spinal devices; as well as other medical device products used in a variety of medical specialties. Maynardleigh has been a partner with Stryker for long and has conducted “Care” workshops

Situation:

- There is an opportunity to partner with 25 leaders of IS team. These leaders are Managers, senior technical leads and technical leads and have an industry experience of 9 to 12 years. These B Tech Engineers are in their mid 30's and are currently having conversations which are too technically inclined. Their ability to lead the conversation is lacking and there is a lack of focus on the bigger picture with a wholesome view.

Problem:

- The participants have an opportunity to present themselves as future leaders, especially when meeting visitors. There is currently lack of ownership, there is an opportunity to define agenda, take inputs, form consensus and identify definite action items.

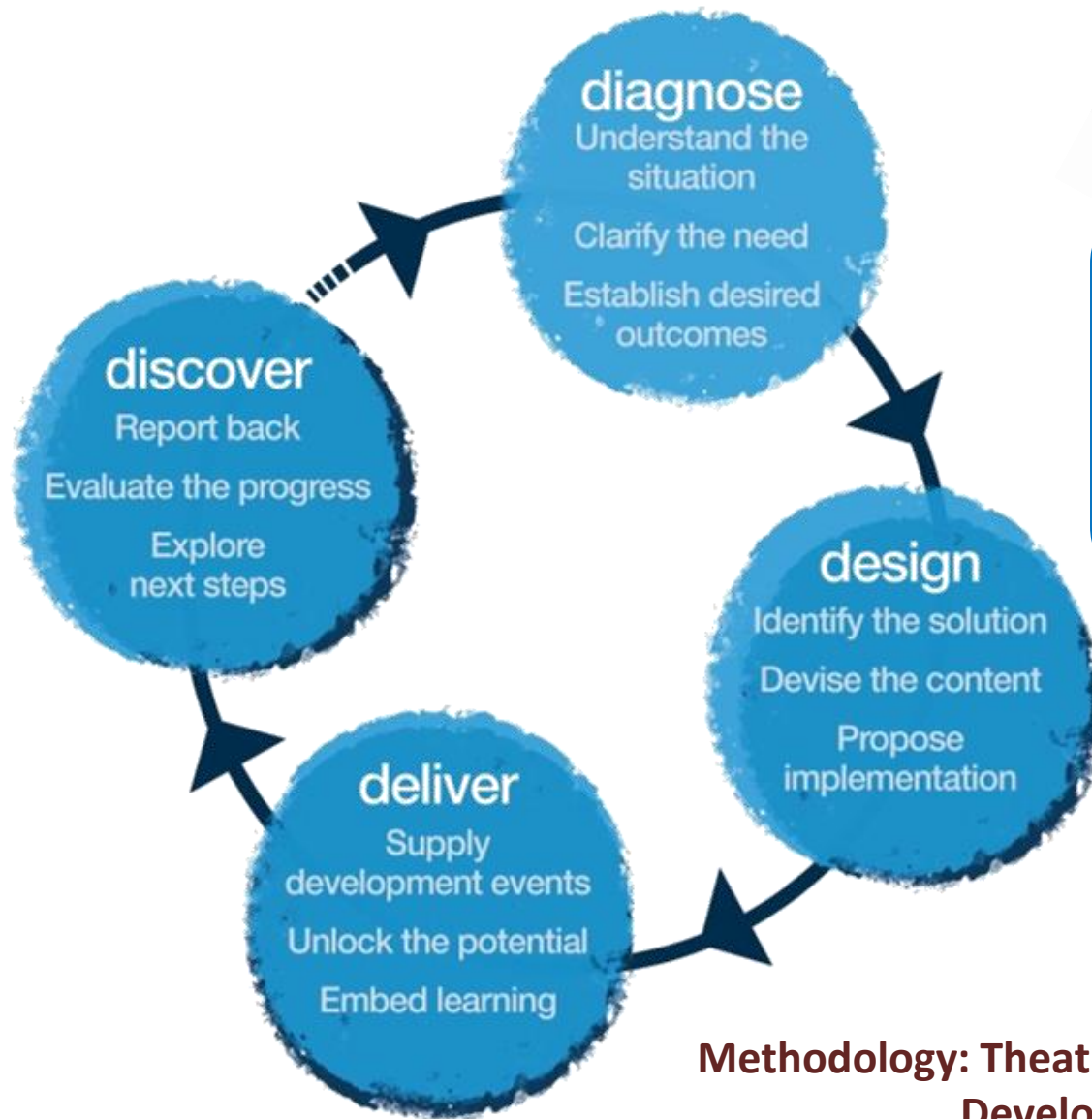
Implication:

- The current situation is “Business As Usual”. However, learning advanced course on presentation skills will help develop overall confidence and not just limited to technical space, gauge audience, ensure attention, build presence etc.

Need:

- You want us to deliver a high impact PWP (presenting with presence) workshop that leads to participants taking more ownership to drive positive outcome, avoid handholding and present themselves as future leaders. Make an impact on all forms of presentations.

OUR CONSULTATION PROCESS



In this approach note, we propose suggested ways of going about these stages. We will share the final workshop design only after the Diagnosis and Design phase.

Methodology: Theatre. Psychology. Learning & Development Tools

PRESENTING WITH PRESENCE WORKSHOP

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 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.

Diagnose:



Before we deliver our first workshop with you, we would want to meet (or speak over the phone) with the target participants, stakeholders and business stakeholders to collect information about the business, target participants, possible gaps, expectations & objectives.

- a) We specifically gather information on-
 - a) What do the presentations and communication currently look like, what do we want him/her to Think, Feel and Do differently?
 - b) What are the situations where they need to step up their game to appear as future leader?
- b) Gather anecdotes, examples & situations where there was need to give skillful presentations and what are the impediments for making that impact on audience.
- c) Understand the current communication standards and the steps being taken to improve those.
- d) Understand the personal impediments in attitude, behavioral and Communication gaps.

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
- I can present myself as future leaders.

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
- Better equipped to handle presentations in front of visitors

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
- Take ownership
- Increase ability to gain buy-in from others because of the impact I create.



Tentative 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 participant 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

Tentative 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 Start taking ownership</p>	<p>Physical</p> <p>Trainer led activity</p> <p>Par and color based activ</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 - voice variety and body language - to affect your objective and taking responsibility that it lands on the audience • A short creative vignettes/scenes focusing on specific purpose • Feedback & coaching •Overall purpose and moment to moment purpose •Define agenda 	<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 		

Tentative 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 Tea break 11:30-11:45am	PRESENCE	<ul style="list-style-type: none"> Exercises to develop presence Exude confidence and be leader like How to command attention Relaxation and dealing with 'stage-fright' 	Experiential activity Participant presentation Debrief of exercise	-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 best experience, power of narrative, and importance of storytelling Speeches that move the world Develop content with a tight deadline, about a change in idea Refining 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

Tentative Workshop Content – Day 2 Cont. – Presenting with Presence

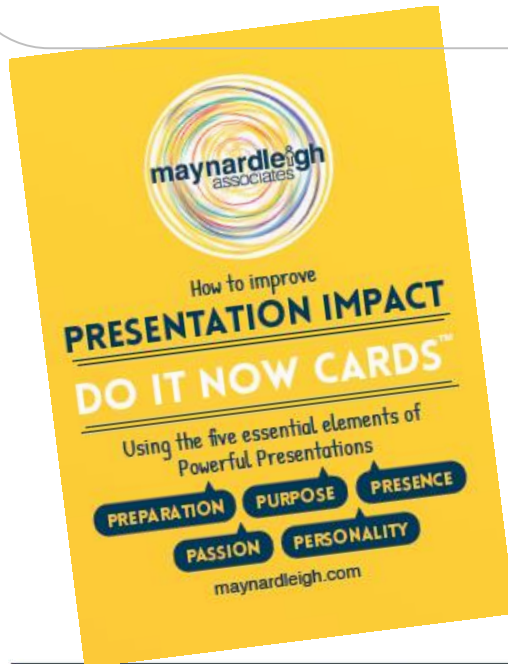
Time	Session Title	Session details	Methodology	Outcome
3:00pm Tea Break: 3:30pm- 3:45pm	HANDLING QUESTIONS	<ul style="list-style-type: none"> • How to deal with questions • How to get your essential message across despite a possibly hostile audience 	<p>Interview Method</p> <p>Practice , coaching in creative part</p>	<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. 	Trained and discussed	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 day • Identifying next steps 	<p>Recap</p> <p>Action planning</p>	<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.

“Track your progress
once the course
has finished”



PROGRESS IT

PROGRESSIT

maynardleigh

options

Hi Simon

CONTROL YOUR PROGRESSIT PROFILE HERE

ENTER
FEEDBACK

VIEW
REPORT

AMEND
MY GOALS

EDIT
COLLEAGUE
DETAILS

ProgressIt® is a powerful on-line support system that provides follow through after a course, a workshop or learning event. We use this innovative service to:

- I. Help participants reach their self selected behavioural goals
- II. Show line managers what their colleagues have learned and report on the business results from their new learning
- III. Enable Human Resources departments to offer evidence of specific business gains stemming from a particular learning experience.
- IV. Assign supporters to these participants who will give feedback for a period of nine weeks.

ProgressIt® tackles these with a nine-week support service and a report at the end summarizing progress.

Investment

Investment for the “Presenting with Presence” workshop

Estimate based a batch covering a total of (9 Participants) in one batch

Delivery

Professional Fee for delivery-

Rs.65,000 per consultant per
day X 2 Days * 2 Consultants

Rs. 2,60,000/-

Cost for the Do-it- Now Cards- Presenting, Perfect
Presentations Book, Pen drives, folders and hand-outs

Rs. 1000 per participant X 25

Rs. 25,000/-

Videography

Cost of Videographer for 2 Days

Rs. 5,000 Per Day X 2 Days

Rs. 10,000/-

Total Investment on delivery per for 18 Leaders

Rs. 2,95,000/-

Net Investment Per Leader

Rs.16,389/-

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%).
- ❖ 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, 2017
- ❖ 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



AstraZeneca



McKinsey & Company



HUAWEI



GlaxoSmithKline



Cognizant

BRISTLE CONE
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
maynard & associates





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We look forward to working with you.