



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
and have a strong executive presence



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Presenting With Presence – A Brief

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.

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 and empowered to present



Be more able to:

- Prepare and Structure my thoughts/flow of the meeting/presentation
- Be highly 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 type of target audience
- Increase ability to gain buy-in from others because of the impact I create
- Handle difficult questions with tact

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 concept</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 <p>Overnight work</p> <ul style="list-style-type: none"> • 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 executive presence How to command attention and use space 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)

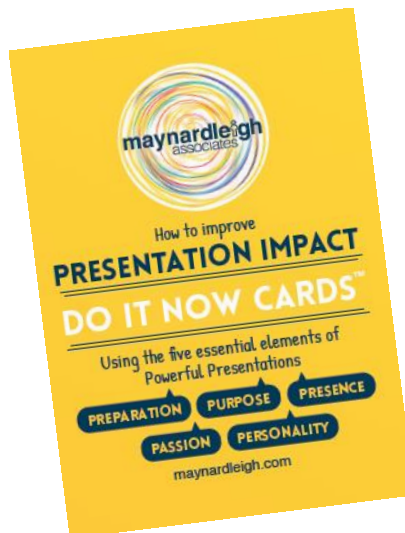
Time	Session Title	Session details	Methodology	Outcome
3:00pm	HANDLING QUESTIONS	<ul style="list-style-type: none">• How to deal with questions• How to get your essential message across despite a possibly hostile audience	Interview Method Practice, coaching in creative partnership	<ul style="list-style-type: 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

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

Recommendation: 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.

Discover Meeting Post Workshop



We shall hold a one to one meeting with HR stakeholders after the workshop to take feedback on the intervention and how it was received and to determine the next action steps.

Sustain the Learning | Post Workshop Tools | Mirror

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

Charges: INR 4500 Per Participant Video

Tentative Commercial Investment Cost

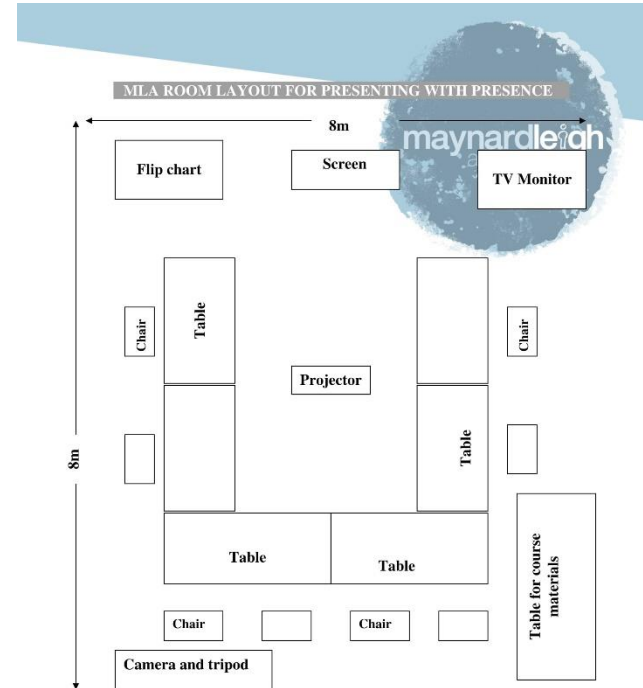
(Max Participants in Each Batch can be 8)		
<u>Activity</u>	<u>Investment Rate</u>	<u>Actual Investment Per Batch</u>
Professional Fee For Workshop Delivery	INR 75,000 Per Consultant Per Day x 2 Days Per Workshop X 1 Consultant	INR 1,50,000
Perfect Presentation Books, Hand-Outs, Folders, Do It Now Cards	INR 800 Per Participant x 8 Participants	INR 6,400
Cost of Stage Manager*	INR 13500 Per Day X 2 Days	INR 27,000
Professional fee for one day Raising the bar workshop	INR 75,000 per day per consultant X 1 day X 1 consultant	Optional
Total Investment covering 8 participants		INR 1,83,400
Cost per participant		INR 22,925

*Cost of Stage Manager: A stage manager is responsible for carefully video recording the participants and their individual presentation styles while in action during the 2 days. He/She also assists the consultant in managing the operational aspects during the workshop delivery

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 for the consultant and the stage manager
- Travel inside Delhi NCR - at Rs. 12.00 Per Km.
- Not inclusive of applicable taxes (As per GST guidelines).
- 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.”

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
- TV with Remote for Video playback (Day 1)
- 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



- **Vendor Registration:** Since this is the first time we're working with you, let us begin the process of vendor empanelment
- **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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