

Communication

Presentation Skills

- SMART - Specific Measurable Attainable Realistic Timebound
- Body Language
- Tone/Modulation
- Email writing, presentation
- Grammatical
- Presentable/dressing etiquette
- Active listening

Moon Walking with Einstein

PowerPoint Presentation

- Objectives
 - Build presentations that create max impact
 - Topic
 - Time
 - Slice/dice
 - Knowing Audience
 - Size of audience
 - Level of exposure to the topic
- Start
 - Question/Raised eyebrows/what is in it for me (PIP)
 - Agenda

- Duration
- introduction about self
- Conclusion
 - Summary
 - Call to action
 - Quiz
- PowerPoint
 - Full stop
 - Clicker
 - 7 bullet 5 words each
 - Black on white
 - Build slide
 - Pictures/Diagrams
- Overcoming nerves
 - Self talk
 - Step off stage
 - Early Bird
 - Stand up
 - Ask questions to the audience
 - Practice

PPP - Prepare Practice Perform [Presentation]

PPP - Power Pause Pace [Verbal]

- For yourself
 - SMART
 - Away from the door
 - Speech Delivery
 - Body language
 - Notes
- For the audience
 - Agenda
 - Ask questions
 - Micro Sleeps
 - Activity
 - 3 Tips
 - Dealing with problems
 - End on time

Time Management

- Set the table:
 - Decide exactly what you want.
 - clarity is essential
 - write out your goals and objectives before you begin
- Plan every day in advance
 - Think on paper
 - Every minute you spend in learning can save you 5 to 10 min in execution

- Apply the 80/20 rule to everything
 - Always concentrate your efforts on that top twenty percent
- Consider the consequences
 - The most important tasks are those that can have serious consequences in life
- Practice the ABCDE Method continually
 - A= Major consequences
 - B= Mildly Important/Tadpoles
 - C= Nice to Do
 - D= Delegate
 - E= Eliminate
 - Before you begin work on a list of tasks, take a few moments to organize them by value and priority
- Focus on key results areas [KRA]
 - Identify and determine those results that you absolutely, positively have to get to do your job well, and work on them all day long.
- The law of forced efficiency
 - There is never enough time to do everything but there is always enough to do enough
- Prepare thoroughly before you begin
 - Proper Prior Preparation Prevents Poor Performance
- Do your homework
 - The more knowledgeable and skilled you become at your key tasks, the faster you start them and the sooner you get them done.
- Leverage your special talents
 - Skill 1 Skill 5
 - Determine exactly what it is that you are very good at doing, or could be very good at, and throw your whole heart into doing those specific things very, very

well

- Identify your key constraints
 - Determine the bottlenecks or chokepoints, internally or externally, that set the speed at which you achieve your most important goals and focus on alleviating them
- Take it one oil barrel at a time
 - You can accomplish the biggest and most complicated job if you just complete it one step at a time
- Put the pressure on yourself
 - Imagine that you have to leave town for month and work as if you had to get all your major tasks completed before you left
- Maximize your personal powers
 - Identify your periods of the highest mental and physical energy each day and structure your most important and demanding tasks around these times. get lots of rest so you can perform at your best.
- Motivate yourself into action
 - Be your own cheerleader.
 - Look for the good in every situation.
 - Focus on the solution rather than problem
 - Always be optimistic and constructive
- Practice creative procrastination
 - Since you can't do everything, you must learn to deliberately put off those tasks that are of low value so that you have enough time to do the few things that really count
- Do the most difficult task first
 - Begin each day with your most difficult tasks
 - the one task that can make the greatest contribution to yourself and your work, and resolve to stay at it until it is complete.

- Slice and dice the task
 - Break large, complex tasks down into bite sized pieces and then just do one small part of the task to get started
- Create large chunks of time
 - Organize your days around large blocks of time where you can concentrate for extended periods on your most important tasks
- Develop a sense of urgency
 - Make a habit of moving fast on your key tasks.
 - Become known as a person who does things quickly and well.
- Single-handed every task
 - Set clear priorities
 - Start immediately on your most important task and then work without stopping until the job is 100% complete
 - This is the real key to high performance and maximum personal productivity

Difference between USA and India

- Greeting
- Principles
- Speaking
- Values
- Verbiage
- Customs/Traditions
- Food
- Currency
- Dressing

- Discipline

Leadership in you

1. Leadership is not a choice, it's a value.
2. Who would be able to guide others by course of action
3. Believes in performance than experience
4. Who can create an image for a role model
5. A leader is made not born
 - a. Try n learn from experiences
 - b. Focus on what went wrong & why
 - c. Evaluate each n every action that you perform
6. Set realistic and achievable goals
 - a. Focus on the task at hand
 - b. Be clear about what you want to achieve
7. Know the value of Discipline and truth
 - a. Accept the responsibility for the consequence of your action
 - b. Never do something that goes against your conscience
 - c. Begin and take a task to its completion
 - d. Commit to your goal
8. Look inwards, know yourself a person and give yourself whatever input is needed to become a better person

Where constant striving stretches its arms towards perfection -
Rabindranath Tagore

9. Change management: Leaders initiative

- a. For a change, the leader will need to be able to influence others and bring them around to his way of thinking.

10. Attitudinal Change: A job specific

- a. Clarify that the attitudinal change that you so desire is a job-specific one and nothing personal.
- b. Demonstrate how the way that you are advocating works.
- c. Keep the job-specific nature of the attitudinal change in focus and highlight it.
- d. Invite suggestion and incorporate a few
- e. Analyze the person and judge the right kind of approach required and then decide on an appropriate approach

11. Be prepared with facts

- a. Once you have created an atmosphere of compliance, come out with hard facts to support your stand
- b. Be prepared to defend your stand

12. Be open to positive suggestions

- a. Invite others' opinions and be willing to listen with an open ear and mind

13. Taking Initiatives - A Leader's Job

- a. There is always hesitation when it comes to being the first one to do something
- b. Self-consciousness
 - a. Try to develop a mindset wherein if you are sure about it, go for it
- c. seize the right moment
 - a. Know when to
 - b. Take it at right moment and lead the way
 - c. Assess and analyze
- d. Right mindset
 - a. Be open and perspective sensing situation
 - b. Always grab opportunities

- e. handle the obstacles
 - a. have to mindset and attitude
 - b. visualize and ponder on the possible hurdles in the task
- f. Keep an open mind
 - a. open eyes and ears
 - b. Be receptive to ideas that you see and hear
 - c. Be proactive
- g. Involve your team
 - a. Encourage new ideas
 - b. Delegate tasks
- h. Problem-solving for leaders
 - a. The only thing that every problem has is a solution