

EXECUTIVE PRESENCE TIP SHEET

- Sign up with non-threatening groups to make practice presentations (e.g., toastmasters). The more you practice, the more comfortable you will become in presenting and speaking to groups.
- Get feedback from others about how you are coming across, and suggestions for how you can improve your executive presence.
- If confidence is an issue, work on building your self-confidence, by monitoring your self-talk.
- Practice all presentations in front of colleagues who can give you direct feedback. Ask for specific feedback on your expressiveness, delivery, mannerisms, and confidence.
- Record practice presentations and then review them for effectiveness.
- Periodically evaluate the body language of audience members to test for understanding, interest, etc.
- Be aware of your audience and ensure that you are communicating to their needs, interests, and desire for detail.
- If you tend to get nervous, develop ways to calm your nerves such as deep breathing, power-posing, and self-talk.
- Use visual aids which help you with flow and keep you on track. Be sure they are large enough to read and limited in detail.
- Anticipate and prepare for likely questions. Anticipate objections.
- Don't let yourself be diverted off of the main thrust of the presentation. Offer to answer tangential questions after the presentation.

- Control the last few moments of the presentation. Do not end by answering a final question, but by regaining control of the presentation and reviewing the main points.
- Get feedback about your clothing. Make sure that the image you are presenting is having your intended effect on others.
- Visualize how you would like to be as a leader. “Own” your position, and strive to embody the person you would like to become in your interactions with others.