

VIRTUAL OR IN-PERSON TRAINING MODULES

We have facilitated all of the modules described below with exceptional ratings. We can also shorten or lengthen modules to match learning objectives and desired program length.

		Program Name	Description	Duration
PRESENCE		Authentic Executive Presence Qualities	The focus of this session is to introduce 12 Authentic Executive Presence Qualities (AEPQs) and explore how these qualities can be developed to enhance participants' leadership potential. The qualities are linked to your company's desired leadership behaviors/competencies, values and desired culture. Participants choose AEPQ strengths and 2 AEPQs to work on and create an action plan of how to enhance their authentic executive presence. Throughout the program, participants practice these qualities in a fun game and also practice effective expression of vulnerability. This module defines executive presence and helps participants define what executive presence means to them.	60-120 Minutes
		Being Authentic - Your Authentic Brand	Facilitators guide participants through an interactive exercise to create a personal brand statement. Participants learn the key elements to create an Authentic Brand statement and strategize and action plan how to demonstrate the brand in their daily work and personal lives. For longer programs, participants practice being their brand in video-taped practice presentations and throughout the program in their behaviors.	60 Minutes
		Style Recognition (or MBTI/ DISC)	Participant take Inside Out Learning's style recognition assessment to determine their primary and secondary style preferences (e.g., planner, point, people, party). They learn how these preferences impact their authentic executive presence and how to look for clues to spot styles in others. How to adapt your language to other styles is also shared with practice scenarios. In a longer module, we also practice making a similar presentation to 4 different styles plus a mixed style audience. MBTI/DISC also can be used as the assessment.	60-120 Minutes
		Verbal Non-Verbal Communication Skills	Participants learn key components of Verbal and Non-Verbal communication, with high-impact examples. Facilitators give tips for avoiding filler words, distracting body language, monotone voice, etc. Participants also learn effective eye contact and hand movements.	60 Minutes
		Being Politically Savvy	Participants learn the components of being politically savvy and discuss the impact within their organization. A true/false quiz is given to help encourage dialog. Deep discussion, exploring the nuances of different situations occurs. Participants discuss the importance of exploring alternative courses of action, learn tools for being politically savvy, and choose which tools they will practice and apply, such as managing critical stakeholders, and the ladder of inference.	120 Minutes
		Dining Etiquette	Participants learn do's and don'ts while having cocktails and dinner and how to best handle common dining dilemmas. An expert facilitator also provides tips on how to effectively network while at a cocktail party. Cross cultural differences can also be incorporated into this module.	120 Minutes

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The audience modules are a combination of Executive Presence, Presentation, and Storytelling skills. Style Recognition helps one understand their own style/presence and at the same time accept other's styles with non-judgement. We teach how to be true to your own style while also tailoring your message to your audience which is critical to how one chooses to tell their story.

	Program Name	Description	Duration
AUDIENCE	Know Your Audience	Participants learn the importance of understanding their audience when crafting a message or presentation. They practice an approach including identifying key decision makers, what is important to them, what hooks them, and what alternatives need to be considered to create an effective message. We can also add the Style Recognition or other Style Assessment (e.g., MBTI, DISC, etc.) to this module to better understand how to tailor your message to your key decision makers.	60-150 Minutes
	Reading Your Audience / Responding to Audience Questions	Understanding the purpose or the message is not enough for an effective presentation. Leaders must also serve the audience. This session provides guidance on how to read an audience and test for understanding, how to regain and steer an audience when necessary, and how to effectively field audience questions. This helps leaders assess their environment & respond accordingly.	90 Minutes
	Style Recognition	Utilizing a self-assessment tool, participants learn about their preferred communication style and how it differs from other styles. Participants also explore how to quickly identify the style of someone they are communicating with and how to use that information to communicate more effectively.	60-150 Minutes
PRESENTATION	Formula for Presentation & Storytelling Success	The focus of this session is for participants to learn a proven Formula for Presentation & Storytelling Success - from Attention-Getting Opening to Finishing Strong. Knowing how to structure an effective presentation that can influence an audience and achieve a desired purpose is a critical success factor for leaders. Participants will also have an opportunity to apply the formula to a real presentation and choose a variety of storytelling frameworks to best organize their presentation. The program can be expanded to include video taped practice presentation(s) with in depth feedback.	120-240 Minutes
	Creating Compelling Visuals with written messages add on	This session helps participants understand key aspects of visual aids including use of images, colors, fonts, and transitions to maximize the impact of their message. This is a data visualization and digitalization module. Participants learn techniques like morphing that help them tell their story. We can add on tips for effective written messages such as emails, letters, etc.	60-120 Minutes
	Use of Environment/ Virtual Presentation Tips	An effective presenter knows how to use their environment including space, movement with purpose, and ensuring audience engagement. This session provides tips on using your environment in a face-to-face presentation as well as web conference presentation tips to maximize the impact of your message. Facilitators share tips for how to make your virtual meetings engaging and interactive.	60 Minutes
	Advanced Storytelling Skills	Mastering telling stories is crucial to a leader's success whether on a panel, in a presentation/meeting or when inspiring/motivating others. IOL teaches four key elements of a good story along with four goals for telling a story. Participants learn to apply these tools and concepts in writing their own stories.	60-120 Minutes