Supervisor Training: Leadership Presence & Networking

presented by

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Agenda

01. top leaders
02. first impressions
03. standing up
04. self confidence
05. networking
Fact...

Organizations are full of well-educated, hard working, talented individuals who wind up in “career” positions . . . unable to breakthrough to the next level
Think of a leader you have admired or wanted to emulate. List two or three traits that this person displays.
Top Leaders Share

Physical energy and presence

Intellectual energy and curiosity

Emotional energy and self-awareness

The **good news** is that these traits **can be learned** and honed to perfection.
Lions Don’t Need to Roar

Using the Leadership Power of Professional Presence to Stand Out, Fit In, Move Ahead
STANDING OUT
The Power of the First Impression

- People draw conclusions of others within seconds of meeting them.
- Use your whole physical presence to express yourself.
- Coordinate your words and actions.
- Avoid distractions.
- Be flexible.
- Figure out what works -- and what doesn’t.
- Smile.
First Impressions

Bill Gates – arrested for traffic violation in Albuquerque, NM

Bill Gates – (former) Chairman & CEO of Microsoft
The Handshake

- Respect space and distance
- Palm-to-palm
- Talk to the person whose hand you are shaking
- Be firm but not too overwhelming
- Use two hands for added warmth
Remembering People’s Names

- Relax
- Immediately repeat the name
- Use the name again within a few minutes
- Write it down when you get a moment
Standing Up

- Your mom wanted you to watch your posture for a reason
- Be relaxed – head and eyes level
- Arms out of pockets and accessible
- Respect space
- Don’t lean
- Watch for the nervous tics
- Don’t forget posture while sitting
Voice and Gestures

- Face the person you are talking to
- Aim for variety
- Don’t hurry
- Use gestures appropriate to the situation – hold for a second – be smooth
- Synchronize your words and action
FITTING IN
Get Personal

- Be real
- Reveal something
- Find common ground
- Respect boundaries
- Be consistent
Be Interesting

- Have a collection of stories
- Keep a file
- Relate stories to the situation
- Be personal
- Use humor
Make an Effort to Connect

- Ask questions
- Self-awareness
- Look for cues
- Gauge reactions
- Approachable
MOVING UP
Self Confidence

- Enjoy your successes
- Celebrate attainment of goals
- Make sure to be in a job you enjoy
- Work on those around you
- Accept a small measure of self-doubt
Be an Optimist

- Be positive
- If you can’t be positive, be neutral
- Take it easy on yourself and those around you
- Don’t underestimate people
- Give compliments
Make Effective Decisions

- Probe, listen and file
- Step up to the necessary decisions
- Be calm
- Gather a variety of facts and perspectives
- Don’t ignore intuition
- Hold it to your nose
Other Skills

- Public speaking
- Effective writing
- Stay current on technology
- Stay current on industry trends
Most people in senior leadership were promoted or hired into their positions as a result of good networking. Very few top-tier jobs are advertised or filled through open, competitive processes. When it comes to career development, it really is who you know.
Networking Tips

- Include everyone you know from all sources
- Get more involved outside your work or chosen field
- Use technology to organize and grow your contacts
- Be ready to ask for and give help
- Don’t forget the handshake and the first impression
- Understand people are driven by WIIFM
- Give your network care and feeding
- Initiate contact through notes and invitations
- Always follow through on commitments
- Don’t forget the thanks
Finally, realize that everything we spoke about today is something that can be practiced and developed.

Make a continuous investment in yourself – the payoff will come.
Questions
Thank you