

SESSION 5: BUILDING EXECUTIVE PRESENCE

CIRCLE AGENDA

Supportive Communication

Reflect & Validate: “That sounds really (adj.). Did I get that right?”

Use Curiosity: “Can you tell us more?”

Be Present: Stay on screen. Use nonverbal cues like nodding and allowing pauses for the speaker to gather her thoughts.

Ask What They Need: “What do you need to feel supported?”

STEP 1 SELECT MODERATOR 3 MIN

Moderator leads meeting, keeps time, and emails the Circle with “Next Steps.” This role rotates each session. Once selected, **Moderator** shares the below pledge:

*As we begin our Circle, we pledge:
To bravely listen with curiosity and speak with honesty.
To only provide solicited advice.
And to create a nonjudgemental and confidential space for growth.
Do we all agree?*

STEP 2 REFLECTION & APPLICATION 30 MIN

Moderator first shares her responses to the questions below. Once complete, select the next person to go until everyone has shared. **Moderator** sets timer for an equal amount of minutes per member (e.g. 5 members = 6 min each)

- Update on Next Steps from last session
- What was your biggest takeaway from today’s interview ?
- What’s one area of executive presence that, if strengthened, would make the biggest difference in how you're perceived as a leader?
- What are your two favorite ways to use AI at work or at home? Are there any training courses in AI that you recommend?

If a request for support isn’t made, **Moderator** asks “How can we support you?” Requests can range from tactical (e.g. “do you recommend any books on this subject?”) to emotional (e.g. “just showing up and being here for me”) to advisory (e.g. “what have you done in a similar situation?”). There is no wrong way to ask for support.

STEP 3 NEXT STEPS 7 MIN

Each participant shares an action related to the below prompt. **Moderator** writes down each member’s Next Step. Please use your Circle ‘Next Steps’ email to respond to the group with their Next Steps by **EOD Thursday, and cc Brandi.**

“By our September session, I will take a *BIG* next step towards my goals by...”

If the Circle would like to meet informally before our next session in September, please identify next steps to do so.