EXECUTIVE PRESENCE is a dynamic mix of 3 things: GRAVITAS (how you act), COMMUNICATION (how you speak) & APPEARANCE (how you look).

Choose Your Words Wisely
- Drop “Just”
- Drop “Actually”
- Drop “Can I take a minute to say something?”
- Don’t say “What I’m saying may be wrong…”
- Don’t substitute a question for a sentence

How do Professionals With Strong Executive Presence act? They...
- Are composed
- Establish strong connections
- Stay “in the moment”
- Communicate confidence
- Speak with impact
- Communicate clearly
- Stay on point

Source: Business Insider, 7 Traits of Executive Presence

NEGATIVE IMPACT OF APPEARANCE

Nearly 60% of executives surveyed said sounding uneducated negatively impacts the way others perceive you.

More than three-quarters said unkempt attire detracts from both men and women’s executive presence, and among women specifically, 73% said too-tight or provocative clothing undercuts it.

7 TRAITS OF EXECUTIVE PRESENCE: THE KEY TO WINNING PEOPLE OVER

Resource: Business Insider
Highlights 7 traits that professionals with strong executive presence display and how these traits can be learned through personal reflection, practice, and coaching (composure, connection, charisma, confidence, credibility, clarity, and conciseness).

http://read.bi/1yYvcUQ
HOW TO BUILD EXECUTIVE PRESENCE

2. Mind What and How You Speak

More critical is what you say and how you say it. Too many women want to tell people everything they know. Instead, “communicate in a clear and concise manner,” said Racioppi. “Do not give a dissertation as an answer to a question or in a presentation. To have a positive impact in your communication, deliver information in headlines.”

4. Get Feedback

It’s also important to know how others see you and how you fit into the competitive landscape, that is, how do you compare to the leaders in your field? When you’re an employee, you can turn to your boss and colleagues for feedback. Entrepreneurs have to look harder for useful feedback.

WANT TO BE MORE CONFIDENT IN MEETINGS? CHANGE YOUR PHRASING BY DOING THIS...

Instead of | Use this
---|---
How about...? | I strongly suggest...
I tend to agree | That is absolutely right and here’s why...
I think maybe... | My strong advice is...
I agree. | I agree completely because...
Maybe we can... | Here is my plan...
Well, what if...? | I recommend...

Source: HBR, Women, Find Your Voice

EXECUTIVE PRESENCE: THE ART OF COMMANDING RESPECT LIKE A CEO
by Harrison Monarth
Executive Coach, Harrison Monarth, reveals the critical difference between CEOs and those of us who wish to be CEOs. In Executive Presence, Monarth shows how you can seize control of your own career.

THE HIDDEN FACTOR: EXECUTIVE PRESENCE
by Sally Williamson
The Hidden Factor defines what executive presence is, how you get it and how it can be leveraged to define a leader. Real–life executive insights combined with coaching expertise offer an in–depth look at the concept of presence and one’s ability to use this Hidden Factor to get ahead in any organization.

Source: Forbes 4 Ways To Build Your ‘Executive Presence’