



Personal Presence

Welcome letter & role-play prep

Dear Participant:

It is our pleasure to welcome you to Ariel's upcoming **Personal Presence** program. We want to let you know a bit about what to expect and how to prepare.

By the end of this two-day program, you will have gained valuable self-awareness about your own unique presence, including your strengths and growing edges. Through experiential exercises, feedback, and coaching, you will also have the tools to:

- Develop greater presence and confidence in all settings
- Improve your ability to influence peers and senior managers, even when you don't own the process
- Present yourself and your ideas with maximum credibility
- Articulate the unique value you bring to your role or project.

Lunch breaks during the workshop are provided but are designated "working lunches," so please plan accordingly and keep your schedule free. Also, it is important to dress business casual, as part of the program includes exercises that require some physical exertion. As you will be working in pairs for many of our exercises, please clear your calendars for the entire two days. Your colleagues' ability to make the most of this unique developmental opportunity depends, in part, on your full engagement.

So that you will get the most impact from the program, please take about 20 minutes to complete the following two activities:

1. **Think** about and come prepared to answer the following questions concerning your presence:
 - Why is it important for you to build credibility?
 - What about your current style of interacting with people is working for you?



- Do you find it easier to project confidence with peers, junior staff members, or senior leaders?
- What differences do you notice in your thoughts or behaviors when building a relationship with a peer or a more junior staff member, versus building a relationship with someone in a higher management level?

2. **Complete** the pre-program role-play preparation.

Thank you for your attention to these details. We look forward to meeting you!

Sincerely,

Ariel

Preparation for Role-Play

During the Personal Presence workshop, you will have the opportunity to apply your presence skills to practice situations on which you will receive coaching.

Take a few moments to think about an upcoming real-life, one-on-one, business communication scenario. Choose a customer or internal relationship that is unresolved or challenging.

Please come prepared to brief one or more participants to play the other role, by answering the questions below. You can change the names of specific people or take any other steps required to respect confidentiality where necessary. However, your experience will be enhanced by real-life details, wherever possible.

1. What are the title and department/division of the other person in your role play?
2. What is the significance of this person in your job? Why is it important for you to build a good relationship with this person?
3. Describe this person: personality, likes and dislikes, physical traits – anything that can help someone else play this person realistically for you.
4. What are the specific circumstances for this role play? Why are you meeting with this person now? What do you want to get out of the meeting? What is the background? Why is it important?



5. What is difficult or potentially difficult about this conversation? What might be a personal barrier to prevent you from “showing up” and being effective?