

# **Executive Presence For Women 1 The Five Facets Approach To Get The Job You Deserve Volume 1 Eden Image Coaching Series**

Unlock Your Executive Presence Forget a Mentor, Find a Sponsor Mastering Executive Presence The Power of Presence Aesthetic Labour Playing Big Managing the Moment Leading from Your Best Self: Develop Executive Poise, Presence, and Influence to Maximize Your Potential Elements of Executive Presence Attention Pays Become the Real Deal Knockout Presentations Understanding Executive Presence Stand Out Own the Room Executive Presence Presence The Glass Elevator Executive Presence: The Art of Commanding Respect Like a CEO Cracking the Code How to Get It The New Advantage: How Women in Leadership Can Create Win-Wins for Their Companies and Themselves All the Leader You Can Be: The Science of Achieving Extraordinary Executive Presence The Three Levels of Leadership 2nd Edition Women and Gender Equity in Development Theory and Practice Leadership Material The Beldonald Holbein Strategies for Being Visible The Silent Language of Leaders Poised Polished Professional Causation and Counterfactuals Simply Said Leadership Presence Leadership Presence (HBR Emotional Intelligence Series) The Zen of Executive Presence The Hidden Factor Enough Is Enough Executive Presence Ask a Manager Harness the Power of Personal Branding and Executive Presence

## **Unlock Your Executive Presence**

Offering both a male and female perspective on the dilemmas women face in business, this book provides the benefits of high-level executive coaching to all women who want to take control of their careers and achieve their aspirations for corporate leadership. • Addresses the myriad obstacles and dilemmas women leaders face as they climb the corporate ladder, from the Demeanor Dilemma (the no-win situation of being in a society that expects women to be feminine and a workplace that rewards masculine traits) to the Advancement Dilemma (finding the trap doors in the glass ceiling to move up) • Supplies advice from more than 100 accomplished executives who participated in the authors' research, including several of Fortune's 50 Most Powerful Women • Presents insights and wisdom gained from the authors' combined executive coaching experience, bringing readers real-world specifics, lessons learned, and cautionary tales about what helps women advance in corporate settings • Supplies strategies and solutions accompanied by practical exercises and examples that women can use to their advantage

## **Forget a Mentor, Find a Sponsor**

This volume approaches questions about gender and the politics of appearance from a new perspective by developing the notion of aesthetic labour. Bringing together feminist writing regarding the 'beauty myth' with recent scholarship about new forms of work, the book suggests that in this moment of ubiquitous photography, social media, and 360 degree surveillance, women are increasingly required to be 'aesthetic entrepreneurs', maintaining a constant state of vigilance

about their appearance. The collection shows that this work is not just on the surface of bodies, but requires a transformation of subjectivity itself, characterised by notions of personal choice, risk-taking, self-management, and individual responsibility. The book includes analyses of online media, beauty service work, female genital cosmetic surgery, academic fashion, self-help literature and the seduction community, from a range of countries. Discussing beauty politics, postfeminism, neoliberalism, labour and subjectivity, the book will be of interest to scholars and students with an interest in Gender, Media Studies, Cultural Studies, Sociology, Social Psychology and Management Studies. “This highly engaging, smart, and wide-ranging collection analyzes how, under the self-governing mandates of neoliberalism, the demands that girls and women regulate and control their bodies and appearance have escalated to new, unforgiving levels. A special strength of the book is its emphasis on the rise of ‘aesthetic labour’ as a global, transnational and ever-colonizing phenomenon that seeks to sweep up women of all races, ages and locales into its disciplinary grip. Highly recommended.” -Susan J Douglas, University of Michigan, USA the inherited responsibility that remains women’s particular burden to manage.” -Melissa Gregg, Intel Corporation, USA “This book incisively conceptualizes how neo-liberalist and postfeminist tendencies are ramping up pressures for glamour, aesthetic, fashion, and body work in the general public. In a moment when YouTube ‘makeup how to’ videos receive millions of hits; what to wear and how to wear it blogs clock massive followings; and staying ‘on brand’ is sold to us as the key to personal and financial success, ‘aesthetic entrepreneurship’ is bound to become a go-to concept for anyone seeking to understand the profound shifts shaping labor and life in the 21st century.” -Elizabeth Wissinger, City University of New York, USA

## **Mastering Executive Presence**

### **The Power of Presence**

The ideal graduation gift for anyone about to enter the workforce, a witty, practical guide to 200 difficult professional conversations—featuring all-new advice from the creator of the popular website Ask a Manager and New York’s work-advice columnist. There’s a reason Alison Green has been called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don’t know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You’ll learn what to say when

- coworkers push their work on you—then take credit for it
- you accidentally trash-talk someone in an email then hit “reply all”
- you’re being micromanaged—or not being managed at all
- you catch a colleague in a lie
- your boss seems unhappy with your work
- your cubemate’s loud speakerphone is making you homicidal
- you got drunk at the holiday party

Advance praise for Ask a Manager “A must-read for anyone who works . . . [Alison Green’s] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “I am a huge fan of Alison Green’s Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our

workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of *The No Asshole Rule* and *The Asshole Survival Guide* “Clear and concise in its advice and expansive in its scope, *Ask a Manager* is the book I wish I’d had in my desk drawer when I was starting out (or even, let’s be honest, fifteen years in).”—Sarah Knight, New York Times bestselling author of *The Life-Changing Magic of Not Giving a F\*ck*

## **Aesthetic Labour**

A collection of important recent work on the counterfactual analysis of causation.

## **Playing Big**

Find your signature voice People are drawn to and influenced by leaders who communicate authentically, connect easily with people, and have immediate impact. So how do you become one of them? How can you learn to “own the room”? This book will help you develop your leadership presence. According to Amy Jen Su and Muriel Maignan Wilkins, leadership presence is the ability to consistently and clearly articulate your value proposition while influencing and connecting with others. They offer a simple and compelling framework, as well as practical advice about how you can develop your own personal presence. No matter where you sit in an organization, you can “own the room” if you are able to do two things well: first, demonstrate your authentic value and distinction, and second, connect to others in a positive way. Leaders who are able to be authentic while connecting with and impacting others have what the authors call a “signature voice”—a means of self-expression that is uniquely and distinctly their own. Once you discover and express your own signature voice, you’ll be ready to take your leadership presence to the next level. Filled with real-life stories and examples, *Own the Room* demystifies the concept of presence and gives you the tools you need to identify and embrace your unique leadership voice—and have a greater impact on the world around you.

## **Managing the Moment**

Book about Executive Presence.

## **Leading from Your Best Self: Develop Executive Poise, Presence, and Influence to Maximize Your Potential**

Called the Bible of Public speaking, *Knockout Presentations* is a “seminar in a book” that reduces fear and gives speakers the steps to craft and deliver a talk that will make them a knockout on the platform! It’s the next best thing to having Diane DiResta there to teach in person. DiResta provides all the fundamentals without the fluff. Speakers learn what confidence looks like, sounds like, and how to speak the language of confidence, reduce preparation time, craft a compelling talk, size up an audience, overcome fear, and master questions and answers. The Dos and Don’ts at the end of each chapter help speakers review and remember the principles even after putting them into practice. Speaking is the new competitive advantage and *Knockout Presentations* gives speakers tools and techniques,

templates, and resources to improve their skills.

## **Elements of Executive Presence**

Never Get Ignored Again Do you enjoy being loyal, adding value, and getting great feedback, only to watch others get the promotion you deserve? Have you ever had the guts to ask your boss what it takes, only to be met with vague, unhelpful suggestions? Ever get the nagging feeling that your leaders don't really understand why they are promoting certain people and leaving others behind? In this book, the Connection Counselor Joe Kwon reveals why you can have all the right stuff, but without Executive Presence (EP), you will never be considered leadership material. The good news is, it doesn't have to be that way! This engaging and entertaining guide delivers practical advice, such as: The 6 Degrees of Executive Presence and how they change everything Why appearance matters less than you think When "fake it till you make it" is helpful and when it isn't A blueprint for immediately improving how people respond to you If you enjoy business books that are easy to read, and packed with a good mix of stories and eye-opening insights, this is the book for you. If you are looking for lots of research, complicated methodologies, or more tired self-help to-do lists, you won't find them here. By the end of this book, which is equally applicable to men and women, you will have everything you need to increase your Executive Presence, be seen as a leader, and finally reap the rewards you so richly deserve. Note: Though this is not a book about psychology or spirituality, and none of the lessons inside require you to start therapy or daily meditation, it is inspired by and owes a debt of gratitude to practices and teachings found in books such as Michael A. Singer's *The Untethered Soul*, Neale Donald Walsch's *Conversations with God*, Eckhart Tolle's *A New Earth*, and Dr. David J. Lieberman's *Never Get Angry Again*.

## **Attention Pays**

Executive Presence is crucial to anyone looking to attain success in the corporate arena. *Poised, Polished, Professional -- The Experts' Guide to Executive Presence* offers readers a direct route to achieving success in the boardroom and beyond. This book will guide you in taking the exact steps to a flawless professional presence that others will envy. The only book of its kind to offer the expertise of 5 Etiquette Experts from around the United States. A must read for anyone looking to attain or maintain a poised polished professional presence.

## **Become the Real Deal**

This powerful book sets out arguments and an agenda of policy proposals for achieving a sustainable and prosperous, but non-growing economy, also known as a steady-state economy. The authors describe a plan for solving the major social and environmental problems which face us today on a finite planet with a rapidly growing population. They show how we have to find ways to reverse the environmental crises, while at the same time, we have to eradicate poverty and erase the divide between the haves and the have-nots. They argue that the economic orthodoxy

## **Knockout Presentations**

### **Understanding Executive Presence**

Mastering Executive Presence: Career-Advancing Communication and Presentation Skills is packed with best practices, real-world examples, practical exercises, motivating quotes, and thought-provoking reflections.

### **Stand Out**

Develop your leadership presence and project confidence, credibility and charisma to impact and influence others.

### **Own the Room**

Seeking to catalyze innovative thinking and practice within the field of women and gender in development, editors Jane S. Jaquette and Gale Summerfield have brought together scholars, policymakers, and development workers to reflect on where the field is today and where it is headed. The contributors draw from their experiences and research in Latin America, Asia, and Africa to illuminate the connections between women's well-being and globalization, environmental conservation, land rights, access to information technology, employment, and poverty alleviation. Highlighting key institutional issues, contributors analyze the two approaches that dominate the field: women in development (WID) and gender and development (GAD). They assess the results of gender mainstreaming, the difficulties that development agencies have translating gender rhetoric into equity in practice, and the conflicts between gender and the reassertion of indigenous cultural identities. Focusing on resource allocation, contributors explore the gendered effects of land privatization, the need to challenge cultural traditions that impede women's ability to assert their legal rights, and women's access to bureaucratic levers of power. Several essays consider women's mobilizations, including a project to provide Internet access and communications strategies to African NGOs run by women. In the final essay, Irene Tinker, one of the field's founders, reflects on the interactions between policy innovation and women's organizing over the three decades since women became a focus of development work. Together the contributors bridge theory and practice to point toward productive new strategies for women and gender in development. Contributors. Maruja Barrig, Sylvia Chant, Louise Fortmann, David Hirschmann, Jane S. Jaquette, Diana Lee-Smith, Audrey Lustgarten, Doe Mayer, Faranak Miraftab, Muadi Mukenge, Barbara Pillsbury, Amara Pongsapich, Elisabeth Prügl, Kirk R. Smith, Kathleen Staudt, Gale Summerfield, Irene Tinker, Catalina Hinchey Trujillo

### **Executive Presence**

A new, enlarged edition of the bestselling leadership guide, with extensive new material.

### **Presence**

Sloan Group International's Executive Presence & Influence Program(TM) elevates the ability of leaders to impact and influence others in the organization, specifically senior leadership. This comprehensive, multitouchpoint program utilizes a simple, yet impactful 4-part model: ● Somatic (Physical) Presence One's ability to command their physical posture, gestures, verbal pace and tone ● Mental Presence One's ability to stay mentally clear, focused and on task with what they are saying ● Emotional Presence One's ability to be aware of self and others, and to engage others emotionally through appreciation and acknowledgment ● Charismatic Presence One's ability to positively impact others just by being there These four areas of Executive Presence provide a simple, yet powerful and practical model for readers to identify which aspects of their presence need more focus. Additionally, the model helps leaders diagnose which competencies are needed most in a high stakes influence situation, whether it is to get results from people you're working with, get a promotion, or to deliver powerful messages that engage participation and presence in others.

## **The Glass Elevator**

Who's pulling for you? Who's got your back? Who's putting your hat in the ring? Odds are this person is not a mentor but a sponsor. Mentors can build your self-esteem and provide a sounding board—but they're not your ticket to the top. If you're interested in fast-tracking your career, what you need is a sponsor—a senior-level champion who believes in your potential and is willing to advocate for you as you pursue that next raise or promotion. In this powerful yet practical book, economist and thought leader Sylvia Ann Hewlett—author of ten critically acclaimed books, including the groundbreaking *Off-Ramps and On-Ramps*—shows why sponsors are your proven link to success. Mixing solid data with vivid real-life narratives, Hewlett reveals the “two-way street” that makes sponsorship such a strong and mutually beneficial alliance. The seven-step map at the heart of this book allows you to chart your course toward your greatest goals. Whether you're looking to lead a company or drive a community campaign, *Forget a Mentor, Find a Sponsor* will help you forge the relationships that truly have the power to deliver you to your destination.

## **Executive Presence: The Art of Commanding Respect Like a CEO**

Image and style consultant David A. McKnight offers in this book theories, tips, and details on assessing and improving style and developing one's executive presence. DAMstyle is an iconic multi-dimensional image and lifestyle consulting operation in New York City, serving as a one-stop enterprise for individual and organizational image needs.

## **Cracking the Code**

"In her coaching and programs for women, Tara Mohr saw how women were "playing small" in their lives and careers, were frustrated by it, and wanted to "play bigger." She has devised a proven way for them to achieve their dreams by playing big from the inside out."--Amazon.com.

## **How to Get It**

This intriguing tale from American literary master Henry James delves into the age-old issue of whether beauty is a universal value or a matter of subjective perception. A well-born society woman makes sure that she always has a homely female companion by her side so that her own beauty will seem more striking in comparison. However, her plan is derailed when her latest companion is hailed as a beauty by everyone in her social circle.

## **The New Advantage: How Women in Leadership Can Create Win-Wins for Their Companies and Themselves**

Proven techniques for building self-confidence, making personal connections, and developing a professional presence that's powerful, authentic, and effective. Increase your poise, presence, and influence for more dynamic leadership Are you showing up as the best version of yourself? Are you aware of how others experience you? By cultivating executive poise and presence, we not only improve how others see us but enhance our capacity to lead a life of our choosing. While leadership styles may vary, all great leaders are able to connect with others while staying true to themselves. By remaining true to the best aspects of your personality, you too, will be able to lead effectively in every situation. Leading from Your Best Self delivers a roadmap for developing the poise, presence, and influence needed to succeed at work and in life. As a theater professional, Rob Salafia cultivated a mindset of excellence and learned how to truly connect with his audiences by tapping into and developing his own intrinsic gifts as a performer. He realized that these skills could be put to great use in the business world where it is just as important to build authentic connections with key stakeholders—in this case, employees, bosses, and customers. Now, he shares his insights with you, making this book the next best thing to having your own personal executive coach. Through specific techniques, activities, and personal stories, Salafia illustrates how to tap into your own inner resources and experiences, show up with greater self-confidence, and make the shift to more inclusive modes of leading. He shares exercises and narratives from real-life clients who have struggled and succeeded to break past their self-imposed limitations. Leading from Your Best Self shows you how to:

- Be present and open
- Discover your Signature Stance
- Maintain poise under the most stressful of situations
- Create a solid foundation of self-confidence and your own genuine leadership style
- Develop a System for Learning, a Platform for Failure, and a Mindset of Excellence
- Connect authentically with others and build lasting relationships based on trust
- Use storytelling and metaphor to make your messages meaningful and memorable
- Understand the sources of influence and power within organizations
- Create a culture of learning within your own team and organization

Everyone has the capacity to be extraordinary by appreciating and nurturing their best qualities and gifts. This book will help you uncover yours and reach your true potential as a leader and communicator.

## **All the Leader You Can Be: The Science of Achieving Extraordinary Executive Presence**

Are you “leadership material?” More importantly, do others perceive you to be?

Sylvia Ann Hewlett, a noted expert on workplace power and influence, shows you how to identify and embody the Executive Presence (EP) that you need to succeed. You can have the experience and qualifications of a leader, but without executive presence, you won't advance. EP is an amalgam of qualities that true leaders exude, a presence that telegraphs you're in charge or deserve to be. Articulating those qualities isn't easy, however. Based on a nationwide survey of college graduates working across a range of sectors and occupations, Sylvia Hewlett and the Center for Talent Innovation discovered that EP is a dynamic, cohesive mix of appearance, communication, and gravitas. While these elements are not equal, to have true EP, you must know how to use all of them to your advantage. Filled with eye-opening insights, analysis, and practical advice for both men and women, mixed with illustrative examples from executives learning to use the EP, Executive Presence will help you make the leap from working like an executive to feeling like an executive.

## **The Three Levels of Leadership 2nd Edition**

Master the art of communication to improve outcomes in any scenario Simply Said is the essential handbook for business communication. Do you ever feel as though your message hasn't gotten across? Do details get lost along the way? Have tense situations ever escalated unnecessarily? Do people buy into your ideas? It all comes down to communication. We all communicate, but few of us do it well. From tough presentations to everyday transactions, there is no scenario that cannot be improved with better communication skills. This book presents an all-encompassing guide to improving your communication, based on the Exec|Comm philosophy: we are all better communicators when we focus less on ourselves and more on other people. More than just a list of tips, this book connects skills with scenarios and purpose to help you hear and be heard. You'll learn the skills to deliver great presentations and clear and persuasive messages, handle difficult conversations, effectively manage, lead with authenticity and more, as you discover the secrets of true communication. Communication affects every interaction every day. Why not learn to do it well? This book provides comprehensive guidance toward getting your message across, and getting the results you want. Shift your focus from yourself to other people Build a reputation as a good listener Develop your written and oral communications for the greatest impact Inspire and influence others Communicate more effectively in any business or social situation Did that email come across as harsh? Did you offend someone unintentionally? Great communication skills give you the power to influence someone's thinking and guide them to where you need them to be. Simply Said teaches you the critical skills that make you more effective in business and in life.

## **Women and Gender Equity in Development Theory and Practice**

In Leadership Material readers gain insight into how personal experiences greatly influence executive presence (EP) and help leaders become more authentic in their interactions with employees. Jones, who has coached hundreds of leaders during her 30-year career, has discovered that real executive presence results from "blending personal experiences with professional identity," and in her debut book, she offers practical guidance for leaders searching for new ways to be effective. Through compelling stories and examples taken directly from Jones' coaching



sessions with leaders and their teams, readers will learn how to: Make enduring behavioral changes to increase their effectiveness and produce business results. Develop the capacity for empathy and how to read responses from individuals and groups while maintaining authority. Be present in communicating expectations to those around them. Maintain emotional equilibrium under stressful conditions. Adopt a new "leadership language" which when combined with new behaviors, shifts perceptions and creates alignment amongst disparate groups.

## **Leadership Material**

A management coach explains how personal space, physical gestures, posture, facial expression and eye contact communicate louder than words and can be used by leaders to strategically manage, motivate and lead global teams in the digital age.

## **The Beldonald Holbein**

BRING THE TECHNIQUES OF THE STAGE TO THE BOARDROOM. For more than a decade, Belle Linda Halpern and Kathy Lubar have applied the lessons and expertise they have learned as performing artists to the work of their company, The Ariel Group. Halpern and Lubar have helped tens of thousands of executives at major companies around the country and the globe, including General Electric, Mobil Oil, Capital One, and Deloitte. In Leadership Presence, they make their time-tested strategies available to everyone, from high-profile CEOs to young professionals seeking promotion. Their practical, proven approach will enable you to develop the skills necessary to inspire confidence, command respect, build credibility, and motivate others. Halpern and Lubar teach you: • How to handle tough situations with heightened confidence and flexibility • How to build your relationships to enhance collaboration and business development • How to express yourself dramatically and motivate others • How to integrate your personal values into communication to inspire others and become a more effective leader Learning the skills of the true performance experts, readers will understand why Leadership Presence is the key to dynamic and authentic leadership. From the Trade Paperback edition.

## **Strategies for Being Visible**

Strategies for Being Visible: 14 Profile-Raising Ideas for Emerging Female Leaders is a practical handbook providing inspiration for women in early and middle leadership positions, in order to motivate them and equip them with the confidence, skills and strategies they require to be more visible at work and raise their profile. This will then enable them to move into more senior positions and feed the pipeline that is needed for women to attain more board-level positions, taking their careers to whatever heights they choose. Self-promotion for women who don't want to feel they're showing off! 'Working in a tough and male dominated environment, I understand the difficulties women face to be heard and judged as equals. Strategies for Being Visible is a wonderful book for emerging female leaders, full of great information and skills to help everyone raise their profiles and achieve more at work.' Ann Daniels, Polar Explorer, part of the first all-

female team to reach the North and South Poles

## **The Silent Language of Leaders**

When some people speak, everyone listens. When they need commitment to projects, others jump on board. These are the lucky few with “presence”—that subtle magnetic field that signals authority and authenticity. Wouldn't it be great if doors opened as effortlessly for you? They can! Everyone, regardless of position or personality, can strengthen their presence. The key is to cultivate the communication aptitude, mental attitude, and unique leadership style needed to connect with and motivate others. The Power of Presence demystifies this elusive sought-after quality. Filled with strategies, exercises, and personal stories from years spent coaching leaders, this new paperback release of a popular career accelerator explains how to: Build relationships based on trust Rid yourself of limiting behaviors Embody values you want to convey Explore how others see you and correct misperceptions Present effectively in public and in meetings Communicate in ways that inspire Presence. You know it when you see it, but how do you get more of it? The Power of Presence shows you exactly how.

## **Poised Polished Professional**

Drive profitability, productivity, and accountability To create extraordinary lives, we must learn to “unplug” from the constant barrage of disruptions and “plug in” to the tools, strategies, and mindsets that allow us to harness our attention to reach our highest potential—and this book shows you how. Attention Pays spotlights on the power of attention and absolute focus. Personally: WHO we pay attention to. Professionally: WHAT we pay attention to. And Globally: HOW we pay attention in the world—and to the world. In an on-demand, 24/7 society, where distractions cost millions of people productivity, profitability, relationships and peace, it's time to pay attention to what matters most. • Includes powerful tips and tricks increase profitability • Shows you how to achieve maximum accountability and results • Provides strategies to help you productively manage daily tasks • Offers guidance on improving your daily attention and focus If you're ready drive profitably, increase productivity and boost accountability, it's time to tune out the noise, focus on what really matters and learn how Attention Pays.

## **Causation and Counterfactuals**

Get the Key to the Boardroom with Powerful Executive Presence! “This book can be a key aid in helping you make it to the next level! Great coaching for anyone who is even thinking of becoming an executive!” Marshall Goldsmith, New York Times bestselling author of What Got You Here Won't Get You There “On the corporate battlefield a true leader's success is based upon his or her ability to communicate effectively, persuade others to follow a goal, and execute it. This leads to success for all. When the stakes are high, you're well advised to read this book first.” Scott A. Gaines, vice president, Hertz Corporation “If you are seriously looking to be perceived in the light you choose, Executive Presence is the book that not only answers the question, but shows you how to apply the answers.” Kevin Hogan, author of The Psychology of Persuasion “Harrison Monarth is a first-rate thinker

who writes as clearly as he thinks. No matter where you are on the career ladder, Executive Presence will put you a step ahead of your competition." T. Scott Gross, author of *Positively Outrageous Service* "Most people know that to move up in your career, you need to have self-awareness and the ability to manage the perceptions of those whose opinions count. . . . Executive Presence is your comprehensive guide to help you become more proficient at self-marketing and the art of ethical persuasion to achieve your personal and professional goals." Larina Kase, PsyD, MBA, author of *The Confident Leader* and coauthor of the New York Times bestseller *The Confident Speaker* About the Book An expert in coaching high-level players in the art of perception management, Harrison Monarth reveals the critical difference between CEOs and those of us who wish to be CEOs. It's not a matter of intelligence, connections, or luck. It can be summed up in two words: executive presence. While most of us toil in obscurity and expect great things to follow, those on the path to corporate leadership spend their time perfecting the types of leadership communication skills that generate respect and get others to share their vision. They use these skills to establish how they are perceived by others and to manage their reputation throughout the organization. In other words, these soon-to-be top players have developed the presence of an executive through careful image management—and they make sure they have the goods to back it up. In *Executive Presence*, Monarth shows how you can seize control of your own career using the same skills. Inside, he explains how to: Accurately "read" people and predict their behavior Influence the perceptions of others Persuade those of opposing views to your side Create and maintain a personal "brand" Manage and control your online reputation Perform damage control when things go wrong Monarth's conclusions aren't based solely on his keen insight and extensive experience; they're the result of the latest scientific research in interpersonal communication and human behavior. Talent and skills are important, but they alone won't take you to the top of your organization. People reach highly influential positions because they deeply understand the power of perception and know how to leverage it in their favor. The good news is, anyone with the will to succeed can do it. *Executive Presence* provides all the techniques you need to take your career to the highest level of any organization.

## Simply Said

Lead with charisma and confidence. Many leaders consider "executive presence" a make-or-break factor in high-powered promotions. But what is this elusive quality, and how do you develop it? This book explains how to build the charisma, confidence, and decisiveness that top leaders project. Whether you're delivering a critical presentation or managing a hectic meeting, you'll be inspired to approach the situation with new strength. This volume includes the work of: Deborah Tannen Amy J. C. Cuddy Amy Jen Su This collection of articles includes "Deconstructing Executive Presence," by John Beeson; "How New Managers Can Send the Right Leadership Signals," by Amy Jen Su; "To Sound Like a Leader, Think About What You Say, and How and When You Say It," by Rebecca Shambaugh; "Connect, Then Lead," by Amy J. C. Cuddy, Matthew Kohut, and John Neffinger; "The Power of Talk: Who Gets Heard and Why," by Deborah Tannen; and "Too Much Charisma Can Make Leaders Look Less Effective," by Jasmine Vergauwe, Bart Wille, Joeri Hofmans, Robert B. Kaiser, and Filip De Fruyt. HOW TO BE HUMAN AT WORK. The HBR Emotional Intelligence Series features smart, essential reading on the human

side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

## **Leadership Presence**

The book that cracks the code on executive presence: what it is, why it matters, and how you can achieve it. You know it when you see it. That rare combination of qualities that makes a truly great leader. Until now, executive presence has been hard to define and even harder to develop. But after years of extensive research, executive coach and bestselling author Suzanne Bates and her team have identified the 15 traits you need to be all the leader you can be. Using the research-based, scientifically-grounded Bates Executive Presence Index—Bates ExPITM—you can assess your ability to influence results and maximize your impact, scientifically and systematically. With this proven approach, you can: \* Develop your presence in and out of the boardroom \* Engage, inspire, align, and move others to act and succeed \* Strengthen teams, drive change, and lead with incredible confidence \* Make a real and lasting impact on your company, your career, and your life Bates' groundbreaking approach to enhancing executive presence is not a one-size-fits-all plan. Since every leader is different, the book shows you how to measure your individual qualities using a three-dimensional model of your character, substance, and style. You'll discover how perceptions of 15 distinct facets of your leadership style, such as authenticity, integrity, composure, vision, and intentionality, are proven to help you drive results. . You'll learn how to leverage your strengths, improve your weaknesses, and develop an executive presence that is uniquely your own. Whether you're taking on a new executive position, facing new and exciting challenges, trying to build better and stronger team, or developing new emerging leaders within your organization, All the Leader You Can Be has all the guidance you need to achieve extraordinary executive presence.

## **Leadership Presence (HBR Emotional Intelligence Series)**

New York Times bestseller Wall Street Journal bestseller USA Today bestseller Publishers Weekly bestseller Forbes "15 Best Business Books of the Year" People "Book of the Week" AARP Editor's Pick Translated into 34 languages and counting "Presence feels at once concrete and inspiring, simple but ambitious--above all, truly powerful." -- New York Times Book Review Have you ever left a nerve-racking challenge and immediately wished for a do over? Maybe after a job interview, a performance, or a difficult conversation? The very moments that require us to be genuine and commanding can instead cause us to feel phony and powerless. Too often we approach our lives' biggest hurdles with dread, execute them with anxiety, and leave them with regret. By accessing our personal power, we can achieve "presence," the state in which we stop worrying about the impression we're making on others and instead adjust the impression we've been making on ourselves. As Harvard professor Amy Cuddy's revolutionary book reveals, we don't need to embark on a grand spiritual quest or complete an inner transformation to harness the power of presence. Instead, we need to nudge ourselves, moment by

moment, by tweaking our body language, behavior, and mind-set in our day-to-day lives. Amy Cuddy has galvanized tens of millions of viewers around the world with her TED talk about "power poses." Now she presents the enthralling science underlying these and many other fascinating body-mind effects, and teaches us how to use simple techniques to liberate ourselves from fear in high-pressure moments, perform at our best, and connect with and empower others to do the same. Brilliantly researched, impassioned, and accessible, Presence is filled with stories of individuals who learned how to flourish during the stressful moments that once terrified them. Every reader will learn how to approach their biggest challenges with confidence instead of dread, and to leave them with satisfaction instead of regret.

## **The Zen of Executive Presence**

### **The Hidden Factor**

Attention leaders...and aspiring leaders: • Have you been told that you should "work on your presence" and you don't know what that means? • Or perhaps you've been told you have excellent presence and you should continue to leverage it...and you don't know what that means. • Do you observe other leaders or professionals with exceptional presence and wish you had it too? Today, executive presence is essential for anyone aspiring to be a better leader, regardless of their level, industry, or job duties. Managing the Moment explores the relationship between effective leadership and one's style and presence. With humor, insight, and practicality, Lisa Parker demonstrates clearly that every interaction contributes to the way leaders are perceived. She makes the case for how and why leaders should manage every moment. You'll see that the reason to strengthen your professional presence is not just about you; it's about your team, your relationships, and the health of your business. Using fascinating and relevant case studies and real-life examples, Lisa Parker takes the mystery out of developing professional presence and offers dozens of dynamic tools, tips and guidelines to create the kind of presence you want to create.

### **Enough Is Enough**

You know you've got what it takes to lead. But are you going to get a shot at the job you deserve? When it comes to women getting to the top, experience and qualifications simply aren't enough. Without 'executive presence' - a perception that demonstrates you're in charge or deserve to be - your career path will eventually be blocked. So if you're aiming for the head of the table, not just any seat, managing your executive presence is the 'It' factor that puts you in the running. Being perceived as a leader makes the difference between successfully advancing through the ranks vs. just plateauing. This factor holds true far more for women. In this engaging and insightful "bible" for women on the rise, executive coach and corporate communications expert Coni Judge, PhD draws on the latest research and over 20 years working with some of the world's biggest companies. Filled with eye-opening insights, analysis and practical advice, Coni will help you be seen as having what it takes to be a true leader. The most comprehensive

Executive Presence resource targeted at helping women, you'll learn Coni's breakthrough 'Five Facets' model and how to: - Take command while being likeable and authentic - Build effective relationships that lead to being promoted - Look like a leader and avoid common image mistakes many women make - Project competence and inspire confidence through body language and personal energy - Tackle difficult conversations with your boss and subordinates - Manage corporate social protocols with ease - Navigate potential leadership obstacles that only women face: including motherhood, mean girl syndrome, and relationships A recognized leader in the emerging field of executive presence for women, Coni Judge, PhD, M.S.S., is the founder of Eden Communication Strategies and Eden Image Consulting. For more than 20 years, she's worked with companies, entrepreneurs and business leaders globally on change and transformation. Find Coni at [www.linkedin.com/in/conijudge](http://www.linkedin.com/in/conijudge) and download bonus materials at [www.coni.london](http://www.coni.london).

## **Executive Presence**

Breaking through glass ceilings in the workplace is dangerous business. There is now an easier (and safer) way for women to rise and succeed professionally. The Glass Elevator: A Guide to Leadership Presence for Women on the Rise shares the 9 critical skills that will enhance your ability to engage, connect, and influence in the workplace. Have you been holding yourself back by: - Not speaking up at meetings when you have value to add? - Failing to promote yourself to seniors in the workplace? - Shying away from challenges because you lack confidence? - Neglecting your networking inside and outside the company? - Living in a state of overwhelm at home and work? The author - one of New York's leading Executive Coaches - will teach you how to stop retreating and start ascending, employing the same expertise she uses to help her executive clients rise to the top. With Ground Floor Quizzes, Elevator Workouts, and Power Profiles of women leaders, this engaging book helps you master the must-have skills that will propel you upward. Pursue your professional aspirations one floor at a time by riding The Glass Elevator.

## **Ask a Manager**

Become the real deal and you'll become the leader you're meant to be. If you want to make change in your organization and in your world, and advance your own career, you need to become a person who can effectively influence others to take action. When looking to bring about organizational change of any kind, the main skill required is influence. Nothing will help your cause more than being able to effectively influence others to take action. Become the Real Deal presents a modern and practical approach to leadership that yields unlimited dividends for leaders at all levels. Author Connie Dieken calls these dividends your Return on Influence® (ROI). You'll discover your own Centers of Influence through a series of visual dashboards and learn how to capitalize on these Centers of Influence to become the powerful, purposeful authority you're meant to be. Readers will learn how to override personal influence-killing tendencies, such as narcissism, anxiety, long-windedness, silence, social façades, and invisibility. Connie Dieken is the country's foremost Fortune 500 communication coachan executive coach to the world's top brands, an Emmy award winning former TV news anchor, reporter, and

inductee of the Radio/Television Broadcasters Hall of Fame. For anyone seeking to be the “real deal,” this book uncovers the strengths and skills you need to gain influence and lead your organization to success.

## **Harness the Power of Personal Branding and Executive Presence**

S. Renee Smith is a renowned self-esteem, branding and communication expert, speaker, life and business coach, and resource to the media. She has worked with over 100 corporate, government, and non-profit clients in ten different industries. She is sought after for her ability to shatter old beliefs and mental constructs--closing the gaps in the minds of audiences regarding how they see themselves, their careers, and their abilities to achieve success. S. Renee has reinvented herself to work in corporate, entertainment, academia, and self-development industries. By her early thirties, she had earned a seat at the table in the boardroom with senior leaders advising them on image management matters. One of America's go-to experts her insights have been featured in "Entrepreneur," "Shape," "Woman's World" and other magazines, and on Marketing Daily and many other websites. Plus, she has made countless radio and television appearances. S. Renee is the author of four popular books: "There Is More Inside: Personal Essentials Needed for Living a Power-Packed Life," "The Bridge to Your Brand: Likability, Marketability, Credibility," "Our Hearts Wonder: Prayers to Heal Your Heart and Calm Your Soul," and "5 Steps to Assertiveness: How to Communicate with Confidence and Get What You Want." She is also the co-author of "Self-Esteem for Dummies," which was written for the world's best-selling "Dummies" reference brand series.

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