

HOW TO BECOME A POWER COMMUNICATOR: GET HEARD AT EXECUTIVE MEETINGS

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Seminar #2272

Overview

In many organizations today, layers of management have disappeared and employees taking on more responsibility may easily find themselves attending executive meetings to which they were never before invited. To hold your own and be recognized as a valued contributor—and to avoid inadvertent embarrassment—you need the 'know how' to appropriately and effectively address senior executives. This seminar will help you do the necessary advance preparation before an executive meeting, speak with confidence and credibility during the meeting and take the right next steps after the meeting, to ensure you're properly recognized for all your abilities and contributions.

Credits

Schedule

We're sorry but this seminar is no longer available as an open enrollment seminar, but it can be delivered at your site. Please consider these alternative solutions to your development needs:

- [Explore AMA's other offerings.](#)
- Call 1-877-566-9441 to speak to a sales representative about bringing this or a similar seminar to your workplace.
- [Request a copy of AMAs most recent seminar catalog.](#)

How You Will Benefit

- Get key people to listen to you and be recognized as a power communicator
- Become influential at meetings with senior executives
- Build a strong relationship with key stakeholders in the organization
- Be more effective and productive by listening to and observing the behavior of senior executives
- Get involved in more complex, interesting and high profile projects
- Be seen as a key contributor whose presence is invaluable at senior meetings and other events

What You Will Cover

- Pre-meetings (one-on-ones): who to meet, how to ask for the meeting and getting prepared for it
- Turning the executive into your advocate/supporter
- The executive meeting: recognizing its dynamics
- Developing confidence and knowing how to pitch a new idea
- Understanding how to handle questions and objections
- After the meeting: getting feedback and modifying your approach for future executive meetings

Who Should Attend

Midlevel managers, project managers, administrators, supervisors and all individual contributors who may be asked to attend executive meetings.

Ways to Register

- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)