

TABLE OF CONTENTS

INTRODUCTION	1
WHAT IS EXECUTIVE PRESENCE?	1
WHO IS THIS BOOK FOR?	2
THE IMPORTANCE OF EXECUTIVE PRESENCE	7

SECTION I: SIXTEEN CHARACTERISTICS OF EXECUTIVE PRESENCE

CHAPTER 1. BUSINESS INTELLIGENCE	17
(1) STAND OUT BY THINKING STRATEGICALLY	17
(2) TAKE A WHOLE COMPANY PERSPECTIVE	22
(3) LEARN THE LANGUAGE OF FINANCE	25
CHAPTER 2. RISK-TAKING	31
(4) CAPITALIZE ON AMBIGUITY AND CHANGE	32
(5) EXCEED YOUR EXPECTATIONS...AND THEIR'S	34
(6) MOVE BEYOND YOUR COMFORT ZONE	40
CHAPTER 3. INTERPERSONAL RELATIONSHIPS	45
(7) COMMUNICATE CLEARLY	45
(8) LEAD, DON'T JUST MANAGE	52
(9) SHARE THE LIMELIGHT	65
CHAPTER 4. PERFORMANCE IMPROVEMENT	69
(10) PRIORITIZE YOUR PROJECTS	69
(11) REFINE YOUR THINKING SKILLS	73
(12) DEVELOP DISCERNMENT	78
CHAPTER 5. EXECUTIVE SELF-DEVELOPMENT	81
(13) KNOW THYSELF	81
(14) SEEK FEEDBACK	85
(15) GAIN CONFIDENCE	88
(16) SHARPEN AND EXPAND YOUR SKILLS THROUGH TRAINING	92

SECTION II:
MAKING EXECUTIVE PRESENCE WORK FOR YOU

CHAPTER 6. KNOW YOUR WORTH101

 TRACK YOUR ACCOMPLISHMENTS102

 FOCUS ON FOUR AREAS TO IDENTIFY ACCOMPLISHMENTS108

 OTHER TIPS FOR MINING ACCOMPLISHMENTS111

 TURN SETBACKS INTO ACCOMPLISHMENTS111

 SEEK BEYOND YOUR CURRENT RESPONSIBILITIES112

 VALUE YOUR EXISTING POSITION112

 PERSONALIZE YOUR EXECUTIVE PRESENCE113

CHAPTER 7. COMMUNICATING YOUR WORTH TO OTHERS121

 DEVELOP YOUR SUCCESS STATEMENT121

 LEARN TO COMMUNICATE EFFECTIVELY124

 CONNECT WITH DIFFERENT EXECUTIVE PERSONALITIES129

CHAPTER 8. POSITION YOURSELF FOR GREATER VISIBILITY135

 BRAND YOURSELF135

 MAKE THE MOST OF EVERY OPPORTUNITY139

 GAIN POLITICAL ADVANTAGE141

 DO YOUR CURRENT JOB...EVEN BETTER142

 ACT ABOVE YOURSELF143

 EDUCATE TOP EXECUTIVES144

 STAND OUT WITHOUT BEING TOO SELF-SERVING144

 TAKE THE FEAR OUT OF SELF-PROMOTION144

 OVERCOME RESISTANCE FROM MANAGEMENT146

CHAPTER 9. HARVESTING SUPPORTERS151

 ENLIST SUPPORTERS152

 UNLEASH THE POWER OF A MENTOR156

 FIND ADVOCATES TO SUPPORT YOUR CAREER159

 BENEFIT FROM A PROFESSIONAL COACH165

CHAPTER 10. CAREER DEVELOPMENT173

 CREATE YOUR CAREER PLAN174

 PARTNER WITH MANAGEMENT186

 SECURE THE RESOURCES YOU NEED188

 CONSIDER OTHER OPTIONS BESIDES A PROMOTION189

BIBLIOGRAPHY195