



Welcome to the **6ExY Program: 6 Traits of Your Executive Presence**. This workbook accompanies the presentation handouts and will be referred to throughout the course.

## PREWORKSHOP EXERCISE

Self-evaluate your own level of executive presence

Q	Statement	Like me alot		Like me			Kinda Like me		Not like me		Not like me at all
1	I picture myself in important meetings happening differently in my mind both before and after than how they actually transpire.	1	2	3	4	5	6	7	8	9	10
2	When I receive someone's business card, I have a process for cataloguing personal information I learn about this person.	10	9	8	7	6	5	4	3	2	1
3	When I'm presenting, I'm not sure people fully understand some of the nuances of what I'm telling them.	1	2	3	4	5	6	7	8	9	10
4	I follow through on things I start until they are complete.	10	9	8	7	6	5	4	3	2	1
5	If I'm not there to review and supervise their work, I worry that the work will not be done or done properly.	1	2	3	4	5	6	7	8	9	10
6	I rise to the occasion when my best is required	10	9	8	7	6	5	4	3	2	1
7	I often find that I set big goals, but quickly abandon their achievement.	1	2	3	4	5	6	7	8	9	10
8	My success is only as good as the team I build around me.	10	9	8	7	6	5	4	3	2	1

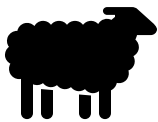
For more information visit: [www.ExecutiveFinance.ca](http://www.ExecutiveFinance.ca)

Contact: [Blair@ExecutiveFinance.ca](mailto:Blair@ExecutiveFinance.ca) 902 401 5237

[Jen@ExecutiveFinance.ca](mailto:Jen@ExecutiveFinance.ca) 902 223 0461

9	At networking events, I tend to be introduced by others more so than me introducing others	1	2	3	4	5	6	7	8	9	10
10	I'm the go to person for making important presentations.	10	9	8	7	6	5	4	3	2	1
11	I believe that results matter more than appearances or how I behave.	1	2	3	4	5	6	7	8	9	10
12	I have a strong reputation and I'm constantly being presented with new opportunities	10	9	8	7	6	5	4	3	2	1
<b>TOTAL (tally each column and sum</b>											

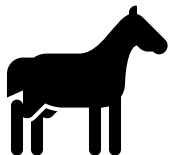
Interpretation of your results after summing the columns and adding them across:



Aggregate score 5-40: This is a great program for you. Executive presence will require you to step outside of your comfort zone to take your career to another level. Many of these competencies can be developed and strengthened throughout your career.



Aggregate score 41-69: You've already started developing some of your executive presence skills, which is half the battle. You've likely got a way to go yet before you'll be the great executive you envision. Understanding the importance of your executive presence and setting a personal development plan that emphasizes each of these traits will put you on the path toward the corner office.




---

For more information visit: [www.ExecutiveFinance.ca](http://www.ExecutiveFinance.ca)

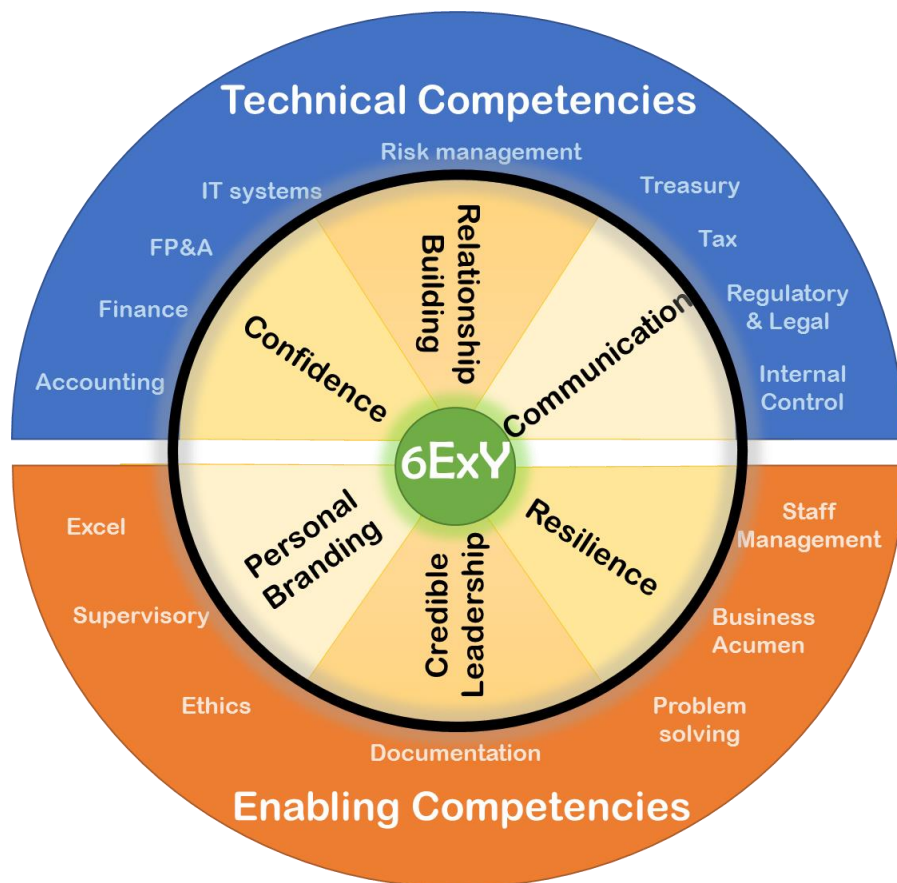
Contact: [Blair@ExecutiveFinance.ca](mailto:Blair@ExecutiveFinance.ca) 902 401 5237

[Jen@ExecutiveFinance.ca](mailto:Jen@ExecutiveFinance.ca) 902 223 0461

Aggregate score 70-95: You're well on the path to the corner office. You are in the refining stages of developing your executive presence. You should be seeking out and trying new ideas that will take you to that next level.



Aggregate score 96-120: Congratulations! Your executive presence skills are already well developed. If you aren't already an executive, you should be looking to make that jump by looking for executive opportunities.



For more information visit: [www.ExecutiveFinance.ca](http://www.ExecutiveFinance.ca)

Contact: [Blair@ExecutiveFinance.ca](mailto:Blair@ExecutiveFinance.ca) 902 401 5237

[Jen@ExecutiveFinance.ca](mailto:Jen@ExecutiveFinance.ca) 902 223 0461

## EXERCISE 1: WHAT DO WE ADMIRE

Identify an executive you know or have heard of that you greatly admire. What traits made them the great executive they are/were?

Name: \_\_\_\_\_

Technical competencies	Enabling competencies	Executive competencies

---

For more information visit: [www.ExecutiveFinance.ca](http://www.ExecutiveFinance.ca)

Contact: [Blair@ExecutiveFinance.ca](mailto:Blair@ExecutiveFinance.ca) 902 401 5237

[Jen@ExecutiveFinance.ca](mailto:Jen@ExecutiveFinance.ca) 902 223 0461

## EXERCISE #2: IMPOSTER SYNDROME

Answer the following questions honestly about yourself by answering true or false:

Question	True or False
I'm afraid people important to me may find out that I'm not as capable as they think I am.	
Sometimes I feel or believe that my success in my life or in my job has been a result of some kind of error.	
When I've succeeded at something and received recognition for my accomplishments, I have doubts that I can keep repeating that success.	
I often compare my ability to those around me and think they may be more intelligence than I am.	
If I received a great deal of praise and recognition for something I've accomplished, I tend to discount the importance of what I've done.	

Source: Amy Cuddy, *Presence*

---

For more information visit: [www.ExecutiveFinance.ca](http://www.ExecutiveFinance.ca)

Contact: [Blair@ExecutiveFinance.ca](mailto:Blair@ExecutiveFinance.ca) 902 401 5237

[Jen@ExecutiveFinance.ca](mailto:Jen@ExecutiveFinance.ca) 902 223 0461

## EXERCISE #3: MEASURE YOUR EMOTIONAL INTELLIGENCE

Self assess your EQ by agreeing or disagreeing honestly with the following statements:

	<b>SELF- ASSESSMENT QUESTION</b>	<b>Agree or Disagree ?</b>
1	I do not become defensive when criticized	
2	I can stay calm under pressure	
3	I handle setbacks effectively	
4	I manage anxiety, stress, anger, and fear in pursuit of a goal	
5	I utilize criticism and other feedback for growth	
6	I am positive and optimistic	
7	I maintain a sense of humor	
8	I try to see things from another's perspective	
9	I recognize how my behavior affects others	
10	I air grievances tactfully	
11	I can freely admit to making a mistake	

The more “disagrees” you have with each of these statements, the greater the opportunity for you to further hone and develop your emotional intelligence.

---

For more information visit: [www.ExecutiveFinance.ca](http://www.ExecutiveFinance.ca)

Contact: [Blair@ExecutiveFinance.ca](mailto:Blair@ExecutiveFinance.ca) 902 401 5237

[Jen@ExecutiveFinance.ca](mailto:Jen@ExecutiveFinance.ca) 902 223 0461

Part II: Can you read these expressions?

<b>Expression #</b>	<b>Emotion Indicated (your guess)</b>	<b>Correct or Wrong</b>	<b>Your Notes</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
<b>TOTAL CORRECT</b>			

Source: [https://greatergood.berkeley.edu/quizzes/ei\\_quiz/take\\_quiz](https://greatergood.berkeley.edu/quizzes/ei_quiz/take_quiz)For more information visit: [www.ExecutiveFinance.ca](http://www.ExecutiveFinance.ca)Contact: [Blair@ExecutiveFinance.ca](mailto:Blair@ExecutiveFinance.ca) 902 401 5237[Jen@ExecutiveFinance.ca](mailto:Jen@ExecutiveFinance.ca) 902 223 0461

**EXERCISE 4: ARE YOU AN OFFICE POLITICIAN?**

<b>Question:</b>	<b>Yes or No</b>
<b>Have you ever said one thing in a meeting or to someone and then done something else?</b>	
<b>Have you ever agreed with an idea then later remarked that it was a bad idea?</b>	
<b>Do you use sneaky tactics to pull information out of people in a sneaky way?</b>	
<b>Are you ever passive-aggressive?</b>	
<b>Do you ever accept a meeting that you don't show up for?</b>	
<b>Have you ever forgotten to recognize or acknowledge someone who has helped you?</b>	

If you answered yes to any of these questions, you are guilty of playing office politics.

---

For more information visit: [www.ExecutiveFinance.ca](http://www.ExecutiveFinance.ca)

Contact: [Blair@ExecutiveFinance.ca](mailto:Blair@ExecutiveFinance.ca) 902 401 5237

[Jen@ExecutiveFinance.ca](mailto:Jen@ExecutiveFinance.ca) 902 223 0461



## EXERCISE #5: NETWORKING STANDOUTS AND DEADBEATS

Identify the traits of someone who is exceptionally strong at networking (STANDOUT) and the traits of someone who is exceptionally bad at networking (DEADBEAT).

STANDOUTS	DEADBEATS

Source: Zoller & Preston: Enhancing Your Executive Presence

---

For more information visit: [www.ExecutiveFinance.ca](http://www.ExecutiveFinance.ca)

Contact: [Blair@ExecutiveFinance.ca](mailto:Blair@ExecutiveFinance.ca) 902 401 5237

[Jen@ExecutiveFinance.ca](mailto:Jen@ExecutiveFinance.ca) 902 223 0461

## EXERCISE #6: RELATIONSHIP MANAGEMENT 101

<b>Level 1: Meet and Greet</b>	<b>Level 2 NSW</b>	<b>Level 3: Connection</b>	<b>Level 4: Common Interest</b>	<b>Level 5: PENTHOUSE</b>
------------------------------------	------------------------	--------------------------------	-------------------------------------	-------------------------------

- Scroll through your contacts and place the initials of that person under one of the 5 columns
- Circle key people on which you desire STRONG relationships to be successful in your career
- Draw an arrow to the “level” in which you’d like to develop the relationship

Identify strategies you will use to build your relationship with the key contacts identified above:

---

- ...
- ...
- ...
- ...
- ...
- ...
- ...

---

For more information visit: [www.ExecutiveFinance.ca](http://www.ExecutiveFinance.ca)

Contact: [Blair@ExecutiveFinance.ca](mailto:Blair@ExecutiveFinance.ca) 902 401 5237

[Jen@ExecutiveFinance.ca](mailto:Jen@ExecutiveFinance.ca) 902 223 0461

## EXERCISE #7: SPIN DOCTOR

Instructions: Change the following message to reflect positive/negative spin:

Revenue in the first quarter was \$2.5 million, which was 3% higher than the comparative period, and 1% higher than previous quarter. Net income was \$0.2 million, down 4% from the comparative period, and up 3% from the previous quarter.

“Management has aggressively implemented a price increase in the quarter which helped bolster financial results,” said Susan Mann, President of Durex. “Volumes were steady which was an achievement given the high levels of competitive activity across the industry. The company has been forced to spend more on promotional costs to retain customers. We expect future growth in revenue and net income to continue at low single digit rates.”

Rewrite your press release here:

...

---

For more information visit: [www.ExecutiveFinance.ca](http://www.ExecutiveFinance.ca)

Contact: [Blair@ExecutiveFinance.ca](mailto:Blair@ExecutiveFinance.ca) 902 401 5237

[Jen@ExecutiveFinance.ca](mailto:Jen@ExecutiveFinance.ca) 902 223 0461

## EXERCISE #8: WHAT'S YOUR GRIT?

	<b>CIRCLE THE ANSWER THAT BEST REPRESENTS YOU!</b>	<b>Not at all like me</b>	<b>Not much like me</b>	<b>Some-what like me</b>	<b>Mostly like me</b>	<b>Very much like me</b>
1	New ideas and projects sometimes distract me from previous ones.	5	4	3	2	1
2	Setbacks don't discourage me. I don't give up easily.	1	2	3	4	5
3	I often set a goal but later choose to pursue a different one.	5	4	3	2	1
4	I am a hard worker.	1	2	3	4	5
5	I have difficulty maintaining my focus on projects that take more than a few months to complete.	5	4	3	2	1
6	I finish whatever I begin.	1	2	3	4	5
7	My interests change from year to year.	5	4	3	2	1
8	I am diligent. I never give up.	1	2	3	4	5
9	I have been obsessed with a certain idea or project for a short time but later lost interest.	5	4	3	2	1
10	I have overcome setbacks to conquer an important challenge.	1	2	3	4	5
	Sum of EVEN # Questions/5 "PERSEVERANCE SCORE"					
	Sum of ODD # Questions/5 "PASSION SCORE"					
	Sum of ALL Questions /10 "GRIT SCORE"					

Source: Angela Duckworth, Grit

For more information visit: [www.ExecutiveFinance.ca](http://www.ExecutiveFinance.ca)

Contact: [Blair@ExecutiveFinance.ca](mailto:Blair@ExecutiveFinance.ca) 902 401 5237

[Jen@ExecutiveFinance.ca](mailto:Jen@ExecutiveFinance.ca) 902 223 0461

## EXERCISE #9: WHAT DO YOU STAND FOR?

Do you have a personal philosophy? Write it down here:

...

Identify 3 personal values (if I followed you around for 30 days, what would I say defines you?)

1.

2.

3.

Define each of the 3 values in specific words beginning with the words "A commitment to..."

1. \_\_\_\_\_ - A commitment to ...\_\_\_\_\_

Daily question:

2. \_\_\_\_\_ A commitment to ...\_\_\_\_\_

Daily question:

3. \_\_\_\_\_ A commitment to ...\_\_\_\_\_

Daily question:

---

For more information visit: [www.ExecutiveFinance.ca](http://www.ExecutiveFinance.ca)

Contact: [Blair@ExecutiveFinance.ca](mailto:Blair@ExecutiveFinance.ca) 902 401 5237

[Jen@ExecutiveFinance.ca](mailto:Jen@ExecutiveFinance.ca) 902 223 0461

## EXERCISE #10: CAREER GOALS

List 25 career goals here:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.
- 25.

---

For more information visit: [www.ExecutiveFinance.ca](http://www.ExecutiveFinance.ca)

Contact: [Blair@ExecutiveFinance.ca](mailto:Blair@ExecutiveFinance.ca) 902 401 5237

[Jen@ExecutiveFinance.ca](mailto:Jen@ExecutiveFinance.ca) 902 223 0461

## EXERCISE #11: BUILDING CREDIBILITY

List the key ways we build professionalism and credibility in your colleague's eyes:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

---

For more information visit: [www.ExecutiveFinance.ca](http://www.ExecutiveFinance.ca)

Contact: [Blair@ExecutiveFinance.ca](mailto:Blair@ExecutiveFinance.ca) 902 401 5237

[Jen@ExecutiveFinance.ca](mailto:Jen@ExecutiveFinance.ca) 902 223 0461

## EXERCISE #12: SETTING YOUR BRAND GOAL

STEP 1: Write down 3-5 people you admire and list why

<b>Who do you admire</b>	<b>List the traits you admire about this person</b>
<b>1.</b>	
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	
<b>5.</b>	

STEP 2: Star the traits of these people that you admire and would like to emulate.

STEP 3: Scratch off those traits which you already possess.

STEP 4: Circle the ones you feel confident you could develop

---

For more information visit: [www.ExecutiveFinance.ca](http://www.ExecutiveFinance.ca)

Contact: [Blair@ExecutiveFinance.ca](mailto:Blair@ExecutiveFinance.ca) 902 401 5237

[Jen@ExecutiveFinance.ca](mailto:Jen@ExecutiveFinance.ca) 902 223 0461



## EXERCISE #13: WHY ARE YOU SPECIAL AND HOW WILL I KNOW?

Consider/answer the following questions:

- What special value do you bring to the table? What makes you unique among your peers? Why did/do you get the call and not someone else?

...

- How are you going to promote your brand?

### FINAL REFLECTION:

What are your top three key takeaways from this program?

- 1.
- 2.
- 3.

---

For more information visit: [www.ExecutiveFinance.ca](http://www.ExecutiveFinance.ca)

Contact: [Blair@ExecutiveFinance.ca](mailto:Blair@ExecutiveFinance.ca) 902 401 5237

[Jen@ExecutiveFinance.ca](mailto:Jen@ExecutiveFinance.ca) 902 223 0461