



**SPEAKER: ANNE LEETS**

**Anne has presented to varied groups of sales, marketing and operations leaders...including the national “Lean In Conference” for senior leaders at Caesar’s entertainment. She was described as “a highlight of the conference” and demonstrated her ability to “personally connect with the attendees”. Through her extensive business experience, Anne has the unique ability to “see their world through their eyes” and deliver a message that resonates with, entertains, educates and inspires the group. Passionate about advance preparation, Anne becomes a “student” of the client’s business and interviews key leaders to make sure her presentation is relevant and meaningful with important perspective. She understands your organization is unique, so each topic is “customized” to fit your objectives, culture and audience.**

### **GAIN A COMPETITIVE EDGE WITH YOUR PERSONAL BRAND**

Strategies to define your personal brand and enhance your business acumen to increase your value, accelerate your career and improve your organizational effectiveness.

**Topics Include:** Critical components of a personal brand, how we can influence key stakeholders and create the perception we want, how executive presence “packages” a personal brand and sets you up for career development success. The importance of effective communication (including email), opportunities to enhance your personal brand (building strategic relationships, business meetings, networking) and what can “derail” the success of your personal brand.

### **HOW TO SUCCEED WITH LEADERSHIP (aka EXECUTIVE) PRESENCE**

Executive Presence (EP) has been identified as a top leadership trait and can make a significant difference in how you are perceived, motivate your team, influence team members and stakeholders, even get promoted. You can have the experience and qualifications of a leader, but without executive presence, you may not advance.

**Topics Include:** Explore the qualities that true leaders exude, a presence that telegraphs you're in charge or deserve to be...and how to project them. 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. Eye-opening insights and practical approaches to “de-mystify” EP and create a “next step strategy” to enhance and develop this “career changing art” which is a crucial component of career (and personal) success.

## **SKILLS THAT GIVE WOMEN AN ADVANTAGE & HOW THEY CAN SABOTAGE THEMSELVES**

More women now graduate from college than men, and women are the breadwinners in almost 50% of American households...but only 22% of executives in Corporate America are women. Not only is there still a "glass ceiling", women business leaders often fail to put themselves on the same footing as men, suffering from what some call "sticky-floor syndrome. We must stop doing things that sabotage our own success and build on our unique advantages as women...you'll recognize many things on the "list"!

**Topics Include:** minimizing language, apologizing, asking permission, need to be an expert, cooperation vs competition, questioning ourselves, clear goals, stretching, boundaries, relationships, hung up on details, personal brand. Traits that give women a clear, competitive advantage and how to bring them to the game.

## **WOMEN SHOULD KNOW THEIR ADVANTAGES...AND HAVE CONFIDENCE!**

Confidence goes beyond how YOU feel...it's also the perception you create in others and can make a difference in how your career progresses. Success correlates just as closely confidence as it does with competence...and lack of confidence can hold us back.

**Topics Include:** Confidence defines the best of who you are (skills, performance, values, differentiators), how to build it and project it, the impact of effective communication, personal brand and executive presence, both success and failure builds confidence, the powerful skills that are centered in courage and confidence.

## **INFLUENCE WITHOUT AUTHORITY...THE KEY TO ORGANIZATIONAL EFFECTIVENESS**

The importance and relevance of INFLUENCE is growing in organizations and widely viewed as an essential skill for success in business and in life. With flatter management structures, increased outsourcing, the move toward collaborative cultures and the on-going formation of cross functional and virtual teams, the criteria for being seen as a "leader" is changing. In addition, business growth and complexity often require change initiatives across multiple teams, departments and functions.

**Topics Include:** The goals and benefits of influence without authority, when and how to use other types of influence, the powerful interpersonal skills required, leadership is influence: 20 ways to become more influential, recognizing, understanding and overcoming obstacles.

## **TEAM PLAYER: HOW TO RECOGNIZE AND DEVELOP THE ESSENTIAL SKILLS & QUALITIES**

When asked to list the most valuable qualities a person should develop in order to thrive at work (and life) most people would put being a team player at or near the top. The ability to work effectively with others, add value within the dynamics of a group endeavor, is more critical in today's world than it has ever been. Few people succeed without it. Still, it's quite surprising that great team players are somewhat rare.

**Topics include:** What being a team player requires: tangible, specific behaviors, trust, healthy conflict, active commitment, peer-to-peer accountability focus on results. The "qualities" that make great team players and how to apply them most effectively. How to build stronger teams, quickly and avoid politics, turnover and morale issues.

## HOW TO COMMUNICATE WITH PURPOSE, POWER AND PASSION...AND CONNECT!

Communication is the real work of leadership: you simply cannot be a great leader without being a great communicator with strong presentation skills. Great communicators inspire people, they create a connection that is real, emotional and personal. And great communicators forge this connection through an understanding of people and an ability to speak directly to their needs. The single biggest challenge in communication is the illusion it has taken place...everyone communicates, few connect.

**Topics Include:** How communication skills evolve and develop to become cornerstones for executive presence, confidence and ability to influence. Strategies to overcome the communication bias that tends to hold us back (talk so people will listen and listen so people will talk). The essentials of effective communication (the seven Cs). The art of the executive summary and characteristics of powerful presentations including understanding your audience, content preparation and getting comfortable enough to be engaging and interesting.

## MASTERING THE "ART" OF SUCCESS IN BUSINESS

While knowledge and technical competence are critical, business success comes from recognizing "acumen" comes from learning to "read" situations, making people feel comfortable and aligning with your company's corporate culture and expectations. It's essential to be aware that change can and will happen...anyone in business today must learn to overcome fear, adapt and embrace it...recognizing it brings experience and opportunity.

**Topics Include:** The "art of": business "etiquette" and "protocol", business meetings, making introductions, email communication, making first impressions, successful transitions (ie from academic or clinical environment to corporate environment), personal brand, successful image, 30 second "elevator speech".

## "SOFT" IS THE NEW HARD... THE POWERFUL ESSENTIALS OF EMOTIONAL INTELLIGENCE

Emotional intelligence emerged on the scene in the last few years as the "secret sauce" of success in the business world. It can improve organizational effectiveness, employee engagement and retention, leadership styles and team performance. Emotional intelligence supports the modern workplace which is often characterized by open communication, teamwork, and a mutual respect among employees and their supervisors.

**Topics Include:** What is emotional intelligence and how to use it to support improved performance. The five components: self-awareness, self-regulation, motivation, empathy, social skills. The importance of incorporating Emotional Intelligence into your personal and organizational management philosophy. Build leadership effectiveness with EI skills.

## CREATIVE CONVERSATIONS, RESOLVING CONFLICT AND ENTERPRISE THINKING

Every day we navigate an office full of competing interests, clashing personalities, limited time and resources and fragile egos. How to address and improve relationships, work and outcomes.

**Topics include:** personal "workstyle/personality" vs others, maximize understanding of what others are trying to achieve, sources of disagreement, what approaches work for what scenarios, turning "conflict" into "creative conversation", utilizing common "enterprise goal."

## **YOUR FIRST 90 DAYS: PROVEN STRATEGIES TO “GET UP TO SPEED”**

The first task in making a successful transition is to accelerate learning! It's essential to figure out what's needed to know about the new assignment and then learn it as quickly as possible.

**Topics include:** aligning with leadership and strategic initiatives, early access to information, powerful first impressions, active listening, critical success strategies, understanding various working styles

## **CREATING AN ENTERPRISE MINDSET**

Develop an “enterprise mindset” and look at the organization's functions, geographies and systems as interconnected and interdependent parts of a cohesive structure.

**Topics include:** “enterprise perspective”, common goals, adaptability, collaboration, acquiring enterprise knowledge, focus on the future and demonstrate modern leadership with influence vs authority.

## **BREAK DOWN SILOS, COMMUNICATE AND COLLABORATE!**

In a global survey by PWC, 61% of 1200 business leaders said greater collaboration across functions was key to reaching their strategic goals despite the fact that more than half of them (55%) worked in silos. Explores specific actions to dismantle silos and encourage teams to communicate and collaborate.

**Topics include:** unified vision, bring individuals and teams together, build a collaborative culture, manage mindset, address conflicts, build relationships, hold people accountable.

## **HIGH IMPACT LEADERSHIP STYLE**

The essential disciplines of a leader, establishing a highly effective leadership style and developing an engaged, high performance team.

**Topics include:** Building on strengths and targeting developmental needs of each team member, how a leader directly impacts the team's level of engagement, barriers and challenges and how best to overcome them, the link between “Emotional Intelligence and performance” and how to develop an “engagement strategy” and action plan for team member development

## **LEADING CHANGE WITH STRATEGY AND EMOTIONAL INTELLIGENCE**

Exploration of the impact change has on people and how to lead change effectively...managing one's own response and the emotional responses of others professionally and with empathy. (People need to understand the “why” behind the change and “what's in it for me”). It's essential to be aware that change can and will happen...anyone in business today must learn to overcome fear, adapt and embrace it...recognizing it brings experience and opportunity.

**Topics include:** developing strategic initiatives, preparing change leaders, how to generate “buy in”, how to effectively drive transformation and achieve results, while providing support, understanding and building trust and navigating the critical transformations needed for HCA's growth and success

## **SITUATIONAL LEADERSHIP...ONE SIZE DOES NOT FIT ALL**

Understanding "Situational Leadership" can enhance effectiveness and achieve better results by adapting to the different levels of competence of individual team members and flexing/adapting leadership style to meet the needs of others. From "superstars" to the "least experienced" team members, successful strategies to help employees feel challenged, appropriately empowered and supported.

**Topics include:** using the "Situational Leadership" framework, adapting to different levels of competence, how we unintentionally set up employees to fail and "if you don't want a reputation as a micro-manager..."

## **POWERFUL WAYS TO DRIVE PERFORMANCE**

This session takes "Situational Leadership" to the next level and demonstrates how teams with mutual trust, respect and motivation can be effective in today's business environment of change and can achieve high performance.

**Topics include:** creating the right environment, components that drive performance, how employee motivation reflects leadership skill, what "derails" performance and how to avoid it, the connection between engagement and performance, communicating expectations and accountability

## **THE LEADER AS A "COACH"**

"How to" coach team members effectively to manage performance. Using a coaching framework, have good coaching discussions, communicate expectations and establish accountability.

**Topics include:** purpose and value of coaching, how to analyze performance issues and develop a "coaching strategy" to keep team members challenged and engaged, manage challenges, explore the range of coaching opportunities from developing skills to engaging and motivating

## **INFLUENCE: AN ESSENTIAL KEY TO BUSINESS SUCCESS AND ENTERPRISE FOCUS**

Our ability to influence others (with and without authority) is an important success factor in our careers and in our lives. It's extremely important to develop the skills to get "buy in" and support from others...both inside and outside of our organization...our success depends on it.

**Topics include:** Creating the circumstance to get others to do what you want, get cooperation from those we don't "supervise" and ensure "follow through", gain buy in and commitment where their agenda is different from ours, trouble shoot challenges and strengthen relationships, inside and outside the organization, conflict vs collaboration (creating the "we")

**THANK YOU for considering Anne  
to support your Leadership Development Initiatives!**