

Executive Presence for Leaders

GoSkills online course syllabus

Skill level

Beginner

Lessons

23

Accredited by

Verified by GoSkills

Pre-requisites

No prior experience needed

Video duration

1h 3m

Instructor

TJ Walker

Foundations of Executive Presence

1

How to Use This Course

Get oriented to the roadmap and tools so you can move through lessons and exercises to build executive presence with purpose.

2

Why Executive Presence Changes Everything

Explain how executive presence shapes influence, trust, and leadership outcomes when your words carry weight.

3

The Hidden Cost of Rambling and Over-Explaining

See how poor structure and over-explaining erode credibility and weaken your decision-making impact.

Core Principles of Executive Communication

4

Executive Presence: What It Really Is

Break down what executive presence actually means in practice so you can recognize and cultivate it.

5

The #1 Shift: From Talking to Leading

Move from simply sharing information to communicating with intentional leadership in every exchange.

6

Decide Your Message in 60 Seconds

Clarify exactly what you want to say before you speak so your message lands with focus.

7

Exercise: Build a One-Sentence Outcome and Three Key Points

Structure your thinking into a crisp outcome and three supporting points for clarity and impact.

8 **Deliver the One-Minute Executive Briefing**
Deliver a concise, high-impact update that gives decision-makers exactly what they need.

9 **Deliver the Three-Minute Executive Update**
Expand your message with more detail while keeping clear structure and authority throughout.

Structuring and Delivering with Clarity

10 **Open Without Wasting Time**
Craft strong openings that immediately establish context and direction for your audience.

11 **Exercise: Record a One-Minute Executive Briefing**
Put structured communication into practice by recording and reviewing your own one-minute briefing.

12 **Exercise: Record Your 60-Second Unfiltered Explanation**
Capture a baseline of your current speaking style to measure your progress over the course.

13 **Practice Executive Presence on Video**
Use video feedback to sharpen your delivery, presence, and confidence over time.

14 **Evaluate Yourself Like a Pro**
Apply self-assessment techniques that drive continuous improvement in how you communicate.

Speaking With Authority and Confidence

15 **Eliminate Weak Language Immediately**
Spot and remove uncertainty words that weaken your authority and dilute your message.

16 **Sound Certain Even When You're Not**
Use practical techniques for confident delivery even when facing uncertainty.

17 **Voice and Pauses That Signal Authority**
Use tone, pacing, and strategic silence to increase your presence and command attention.

18 **Exercise: Re-Record Your Briefing With Authority**
Improve your delivery through intentional repetition by re-recording your briefing with new techniques.

19 **Answer Questions Without Rambling**
Structure clear, concise responses on the spot when the pressure is on.

20 **The Decision Close: End Like a Leader**
Finish conversations with clarity and authority so people leave knowing the decision and next step.

Real-World Application and Growth

21 **The Executive Presence Checklist**
Apply a repeatable framework every time you speak to deliver consistent, high-impact communication.

22 **Apply This in Meetings, Interviews, and Presentations**
Transfer your executive presence skills into real professional settings where they count.

23 **Your Next Level as a Communicator**
Consolidate your transformation and plan the next steps in your growth as an executive communicator.

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