



# Executive Presence Mastery

## A Live Interactive Online Course

### Course Overview

Imagine yourself in five years after mastering the skills of a Hybrid Work Executive: You can connect with team members anytime, anywhere, and you're driving breakthrough change and innovation in your organization with speed and effectiveness.

Now, let's talk about today's reality: Endless meetings, video chats full of "Oh no, you go" moments, ghosting, email replies that show up a week later, and digital tools creating more miscommunication, angst and confusion.

The Executive Presence Mastery Course is designed to help leaders and managers drive industry-changing communication and teamwork in our hybrid working world. Empowering you with the tools you need to lead with more competence and confidence, and less stress and frustration, this course can be accessed anytime, anywhere, in any part of the world.

### Course Topics

**Executive Presence in a Digital World:** Understand your own digital body language style and that of your team members. Set yourself apart with the ability to dismantle miscommunication and wasted time.

**Effective Cross-Silo Collaboration:** Overcome screen fatigue to collaborate across distance. Understand different digital collaboration styles and needs.

**Authentic and Inclusive Teambuilding:** Create a culture of speaking up, where no one is afraid to innovate. Foster true inclusion across age, gender, culture, and language.

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# SYLLABUS

**BREAK SILOS, ELIMINATE UNNECESSARY EMAILS AND MEETINGS, REDUCE CROSS-TEAM DYSFUNCTION, AND ENHANCE ACCELERATED COLLABORATIONS.**

## **Become a Great Hybrid Work Executive**

- Learn the critical elements of a great hybrid work executive.

## **What makes a Great Hybrid Work Executive?**

- Learn how to communicate effectively in hybrid work, decode digital signals that build or erode trust and how to unlock value from hybrid teams.

## **The Hybrid Team Agreement**

- Learn the foundational 10 Questions critical to define success on a hybrid team. Understand the key strategies to drive performance, be inclusive and mindfully communicate as a leader and across your team.

## **Sustain Successful Hybrid Teamwork**

- Move from team agreements to sustaining the value proposition of long term hybrid work. In a series of videos, learn how to sustain behavior change across 4 categories: team spirit, meeting culture, digital communication and collaboration tools.

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## **Team Skills for Hybrid Work**

- Understand and apply the critical areas for all hybrid work managers to consider, ranging from effective onboarding to culture building to cross silo collaboration, career opportunity growth and managing up. Experience worksheets and toolkits to support you on your journey to growth!

## **Executive Skills for Today's Leaders**

- Learn how to show executive presence online and foster a global culture of psychological safety, innovation, empathy and collaborative leadership.

## **Drive Culture Change Across Your Organization**

- Identify and build culture change champions, create clear and meaningful culture goals and embed training, mentorship, formal norms and codes to ensure your culture change levers for hybrid work at successful.

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# MEET YOUR INSTRUCTOR

ERICA DHAWAN IS A GLOBALLY RECOGNIZED LEADERSHIP EXPERT AND KEYNOTE SPEAKER HELPING ORGANIZATIONS AND LEADERS INNOVATE FASTER AND FURTHER, TOGETHER.



**Erica** has spoken, worldwide, to organizations and enterprises that range from the World Economic Forum to U.S. and global Fortune 500 companies, associations, sports teams, and government institutions. Named as one of the top management professionals around the world by Global Gurus, she is the founder and CEO of Cotential - a company that has helped leaders and teams leverage twenty-first-century collaboration skills globally. Her writing has appeared in dozens of publications, including Fast Company and Harvard Business Review. She has an MPA from Harvard Kennedy School, MBA from MIT Sloan, and BS from The Wharton School.

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# STUDENT TESTIMONIALS

“ Thank you so much!! The team loved it and the content was super relevant!!! Thank you again!

**Laura Padilla**

Head of BD & Channel, Zoom

“ Erica did an awesome job connecting with the leaders and sharing some best practices and frameworks to help them in leading a hybrid workforce.

**Christopher Watkins**

Head of Supply Chain Employee Learning & Development, Cisco

“ Content relevant for all levels, roles and backgrounds, especially as we fully transition to Virtual First – more junior Dropboxers set to get just as much from it at the SyncUp conference.

**Justin McSharry**

Global Head of Learning & Leadership Development, Dropbox

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# FAQ

IF YOUR QUESTION IS NOT ANSWERED HERE, PLEASE EMAIL  
INFO@COTENTIALGROUP.COM



## **Is this course right for me?**

This course is made for anyone who engages in hybrid communication – so, basically, everyone. Erica works with everyone from teachers and doctors adapting to remote work to the world’s leading international organizations that have been working digitally to some extent for many years. If digital communication has ever caused you anxiety or if you’ve ever experienced a digital misunderstanding, this course is for you.

## **Does this course provide certification or CLE credits?**

Yes. Erica Dhawan provides an Executive Presence Mastery certificate that you can share to validate your completion of the course and to showcase your expertise as a manager.

## **Do you offer discounts for groups taking the course?**

At the moment, we are unable to accommodate group discounts. To set up a workshop or webinar for your group, email [erica@cotentialgroup.com](mailto:erica@cotentialgroup.com).

## **How long will I have access to the course?**

Your enrollment includes lifetime access to the course!

## **What is the time commitment like?**

The time commitment is up to you. The course modules are fully on-demand, so you can take the course at your own pace and come back to it anytime.