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Mastering Executive Conversations

Online · 27 - 31 Dec 2026

Date	Venue	Duration
27 - 31 Dec 2026	**Online**	**1 Week**
Fee	Ref	Language
£1,400 GBP	**PR365**	**English**

Introduction

Effective executive communication goes far beyond speaking well — it requires clarity, strategy, persuasion, and emotional intelligence. This masterclass is designed for professionals who frequently engage in high-stakes meetings and need to express their ideas with authority and impact. Participants will learn how to structure their thoughts quickly, influence decision-makers, respond to challenges confidently, and lead conversations with ease.

Course Objectives of Mastering Executive Conversations

At the end of this program participants will be qualified to:

- Communicate ideas clearly, concisely, and persuasively in executive settings
- Replace passive reporting with confident, results-oriented dialogue
- Structure conversations using proven frameworks (Pyramid Principle, SBAR, SCQA, etc.)
- Handle objections, questions, and conflict professionally
- Demonstrate executive presence through tone, posture, and language

Course Methodology of Mastering Executive Conversations

- Lectures and Expert Insights: Leading industry experts will share their insights and best practices.
- Case Studies: Analyze real-world talent acquisition challenges and solutions.
- Group Discussions: Engage in meaningful discussions and share experiences with peers.
- Role-Playing and Simulations: Practice recruitment scenarios to enhance skills.
- Hands-on Workshops: Gain practical experience in using recruitment tools and techniques.

Organizational Impact of Mastering Executive Conversations

- Stronger communication across leadership teams
- Faster decision-making due to structured, clear dialogue
- More efficient and results-driven meetings
- Enhanced internal collaboration and stakeholder alignment

Personal Impact of Mastering Executive Conversations

- Increased confidence when speaking with leaders or clients
- Ability to influence decisions without authority
- Stronger professional image and leadership presence
- Mastery in handling pressure moments with calm and clarity

Target Audience of Mastering Executive Conversations

- Managers, Team Leaders, and Supervisors
- Department Heads and Project Managers
- Senior Executives who want to polish communication dynamics
- Professionals who regularly attend or lead high-level meetings

Course Outlines

DAY 1

Foundations of Executive Communication

- Understanding the Executive Mindset
- From Informative to Influential Speech
- Communication Styles: Assertive vs Passive vs Aggressive
- Eliminating Filler Language and Speaking with Precision

Day 2

Structuring Ideas for Maximum Clarity

- Fast-Thinking Frameworks: SCQA, SBAR, and Pyramid Technique
- Presenting Ideas in One Line: The “Headline First” Method
- From Data Dump to Insightful Summary
- Converting Complex Reports into Executive Briefs

Day 3

Mastering Presence & Persuasive Delivery

- Voice, Tone, and Pacing Techniques for Authority
- Body Language and Emotional Intelligence in Meetings
- Storytelling for Persuasion: Logic + Emotion
- Leading an Update to Senior Leadership

Day 4

Handling Questions, Objections & Difficult Conversations

- Responding to Interruptions with Confidence
- Managing Pushback and Disagreement without Conflict
- Influencing Without Authority
- Simulation: High-Stakes Executive Meeting Practice

Day 5

Leading & Owning Executive Conversations

- Driving Decision-Making Meetings (Steering vs Participating)
- Speaking Up in C-Level Meetings
- Delivering Bad News or Unpopular Opinions Diplomatically

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