BUAD 417 · SLIDE NOTES

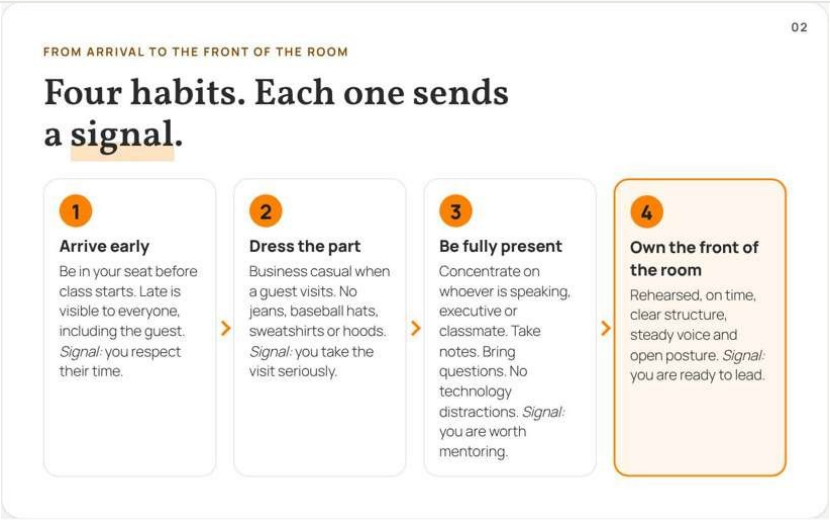
Executive Presence: Showing Up Like a Leader

Each slide is on the left. Type or write your notes on the right. https://julesmorrisphd.com/teaching/smith-gls/buad-417/executive-presence/



Slide 1

My notes



Slide 2

My notes



Slide 3

My notes

04

THE PRESENTATION HABITS THIS COURSE WANTS TO BREAK

Break the habit. Replace it with a better one.

Voice and words

Reading slides word for word. Monotone. Mumbling or speaking too softly. Filler words ("like," "you know," "um"). Inappropriate language, jargon or cliches.

Replace with: keyword slides, planned pauses, plain words.

Body

Leaning on the podium or furniture. Avoiding eye contact. Turning your back to the audience. Fidgeting or pacing. Crossed arms or feet. Overusing gestures or pointing aggressively.

Replace with: planted stance, open hands, one person per thought.

Preparation

Not rehearsing. Rambling without structure. Poor time management. Inappropriate attire.

Replace with: a time map, point-first sections and three full rehearsals.

(+) Why each bad habit costs you: what the audience actually experiences

Slide 4

My notes

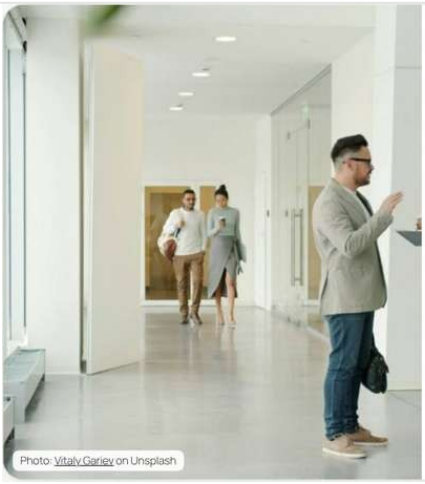


Photo: Vitaly Gariev on Unsplash

05

EARLY IS ON TIME

Ten minutes late counts as absent.

- Punctuality is essential in this course.
- Being more than 10 minutes late counts the same as an unexcused absence.
- An absence is only excused if you ask in advance and get a reply.

Read Fifteen minutes means fifteen minutes for why time limits matter as much as start times.

Slide 5

My notes

06

YOU REPRESENT THE COLLEGE

To a guest, you are Haslam.

Guests come to campus through the college. For many of them, you are the clearest picture they get of Haslam and Smith GLS. How you greet, listen, ask and follow up is part of that picture.

Slide 6

My notes

07

HOW TO REHEARSE LIKE A PROFESSIONAL

Three runs, out loud, on a timer.

1 — Run 1, alone
Stand up, say every word out loud, use a timer. Note where you got lost or ran long.

2 — Run 2, with a listener
A teammate watches for two habits only (use the self-check below to pick them). Record it on a phone if you can.

3 — Run 3, in a room like the real one
Slides on a screen, clicker in hand, standing where you will stand. Hit your time within 30 seconds.

Thinking through your slides in your head is not rehearsal. **Your mouth needs the practice.**

Slide 7

My notes

08

FULL ENGAGEMENT WHEN YOU ARE NOT PRESENTING

Listen like it is your meeting.

- **Eyes on the speaker,** phone away, laptop closed unless you are taking notes.
- **Take notes by hand.** It shows attention, and it feeds your Leadership Reflection Journal.
- **Ask a prepared question** tied to something the guest said or to your briefing research.
- **Give classmates the same attention.**

⊕ Class, mentoring and meals with guests



Photo: Jeswin Thomas on Unsplash

Slide 8

My notes

09

INTRODUCING A GUEST EXECUTIVE

About a minute that makes the guest look good.

At least one host team member does this. A good introduction takes about a minute and makes the guest look good. One simple shape:

1 — Welcome
Greet the guest and the room.

2 — Why them
Their role and organization in one sentence.

3 — Two highlights
Career moments from your briefing research that connect to this class.

4 — Hand-off
"Please join me in welcoming..." then step aside and lead the applause.

⊕ Get the name right

Slide 9

My notes