

organizational savvy VIRTUAL CLASS

One Week:

- Monday (9 am-1 pm PST)
- Wednesday (9 am-1 pm PST)
- Friday (9 am-1 pm PST)

COURSE OVERVIEW

This 3--module (4 hours apiece) virtual class (Monday, Wednesday, and Friday during one week) is the virtual learning version of the popular in-person workshop that helps managers and individual contributors to foster strategic influence, increase their team's credibility, manage negative perceptions, and navigate the complex business environment in today's demanding , competitive, and volatile climate of organizational life. Many participants say this course "hits us where we live" and is the most relevant course they've ever attended.

Through interactive activities, case studies, dynamic presentations, and online *Savvy Skills Assessment*, you'll become more agile and resilient for uncertain and changing times. The Wall Street Journal bestseller text (*Survival of the Savvy*), weekly follow-up emails, and the workshop's practical skills will ensure that your ideas influence others and you lead your team to make a maximum positive impact on the overall enterprise.

COURSE DELIVERABLES

- ✓ Three 4-Hour Virtual Class Modules (Includes Breaks)
- ✓ All in One Week: Monday, Wednesday, and Friday, 9 am-1 pm PST
- ✓ Online Savvy Self-Assessment and Robust Feedback Report
- ✓ Participant Workbooklets with Teaching Slides and Activities
- ✓ Wall Street Journal Bestseller Book, *Survival of the Savvy*
- ✓ Follow-Up Reinforcement Tools and 52 Weekly Email Tips

MODULE 1: Monday (4 Hours)

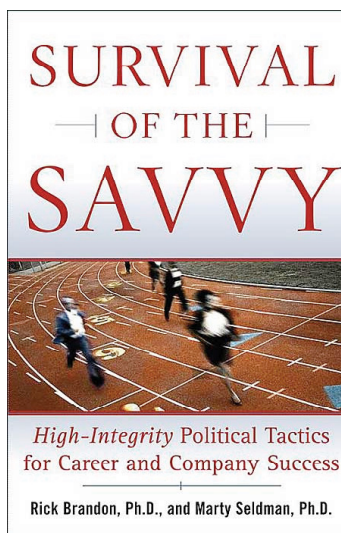
POLITICAL STYLES, SAVVY SKILLS ASSESSMENT, AND AWARENESS CLUSTER

PRE-WORK (60 Minutes)

- 1) Read Program Overview and Agenda
- 2) Political Styles Article and Worksheet
- 4) Online Savvy Skills Self-Assessment

TOPIC FLOW

- Welcome, Learning Goals, and Agenda
- Baseline Attitudes and Business Rationale
- Politics Tip-Offs: Signals You Need Savvy
- Political Styles: Strengths & Self-Checklist
- Political Styles: Risks of Extremes
- Applying Political Styles in Your Life
- Savvy Skills Intro and Self-Assessment
- Savvy Attitudes: Power Self-Talk
- Study Politics and Unwritten Rules
- Wrap-Up & Module 2 Pre-Work



MODULE 2: Wednesday (4 Hours)

SAVVY SKILLS: PROACTIVE SKILLS CLUSTER

PRE-WORK (75 Minutes)

- 1) Read Case Study and Plot Styles
- 2) Discuss Assessment with Partner
- 3) Elevator Speech Article and Prep
- 4) Network Mapping Article and Prep

TOPIC FLOW

- Review and Preview Agenda
- Review: Case Study Debrief
- Know the Corporate Buzz
- Manage Negative Perceptions
- Essential Networking Tactics
- Network Mapping
- Balanced Self-Promotion Tactics
- Elevator Speech Value Propositions
- Enhance Your Positive Power Image
- Wrap-Up and Module 3 Preview

MODULE 3: Friday (4 Hours)

SAVVY SKILLS: PROACTIVE CLUSTER AND PROTECTIVE CLUSTER

PRE-WORK (75 Minutes)

- 1) Discuss Plan to Manage Buzz in Pairs
- 2) Case Study II and Plot Political Styles
- 3) Ethical Lobbying Article & Worksheets

TOPIC FLOW

- Review and Preview Agenda
- Respecting Ego & Turf
- Firmly Present Ideas
- Tactfully Challenge Ideas
- Lobbying and Stakeholder Analysis
- Prevent and Handle Sabotage
- Detect and Curb Sabotage
- Final Integrative Case Study
- Action Planning Auction Activity
- Wrap-Up and Reinforcement Tools