



Pamela J. Green
SOLUTIONS

KEYNOTE SPEAKER • TRAINER
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EXCELERATE! Online Learning – Self-Paced Course Guide & FAQs

A guide to the most frequently asked questions about our online courses and beginning your professional brand experience with us.

Benefits of Our Self-Paced Learning Series

Learning Outcomes include:

- Earning the respect of peers, leaders and direct reports.
- Enhancing executive presence.
- Decision making that aligns with operations and business strategy.
- Ensuring your voice is heard.
- Respected for communication and collaboration skills.
- Able to quickly address and resolve conflict between yourself and others.
- Recognition for your contributions.
- Learning to spend time managing more strategic vs. operational issues.

This is more than a self-paced series - this is an opportunity to engage your thoughts and to challenge yourself to do more with what you know. We have designed lessons that will help you create a personal blueprint to achieve your goals, to excel at work, and so much more if you're willing to put in the time. And, you will earn recertification credits with HR Certification Institute® (HRCI®).

We are here to help. Below is an outline of your self-paced course followed by the FAQs. If you have questions, please let us know!

For course content questions, email: instructor@pamelajgreen.com
For all other questions, email: customercare@pamelajgreen.com





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From Emerging to Executive Presence

(10 Hours E-Learning Business Credit)

Enrollees can expect to spend about one hour reviewing each course segment and an additional hour outside of class in reflection and completing the assigned homework.

This course includes:

- Downloadable Lesson Handouts for each session
- Several Bonus Resources including an Executive Presence Assessment, Executive Presence Gap Analysis and an e-book version of my best-selling book, *Think Like A Brand*
- One-on-one coaching session to review your assessment results
- MP3 Recording for those who like to learn on the go
- Quiz
- Certificate of Completion
- Course Evaluation

Introduction

Executive presence is your consistent ability to influence others, and drive results. It requires you to possess command and control of your reputation and how you are perceived. Leaders with executive presence cultivate and connect meaning and purpose in corporate and private matters and are intentional in their professional presentation and interactions with others.

Individuals who want to be taken seriously, must first come to grips with the type of influencer they want to be in order to apply a strategic approach to the value they add to conversations and important business decisions. Being a critical thinker and learning how to gain buy-in are at the top of the list of nuances required to be influential in any environment or situation.

Outcomes

In this program, learn to be more aware of yourself, how you are perceived, and how to improve your presence. Not only will you discover ways to boost your executive presence, you will:

- Learn the key elements of critical thinking.
- Identify the skills required to be an influencer.
- Learn how to achieve a higher level of intelligence and influence.
- Practice the art and science of how to get buy-in.





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Course Outline

Lesson One: Assessing Your Executive Presence

Hour One: Complete our Executive Presence Assessment and use the results to complete the course.

- One-on-one coaching session with one of our certified coaches to review your assessment results.
- Review of what it means to have executive presence.
- Key reasons why are some people more successful than others.

Hour Two: Reflection on the recording, reviewing materials, completing the homework assignment, bonus material, and initiate work on your executive presence action plan.

- Begin to create an action plan for increasing your executive/leadership presence once you have reviewed your assessment results with our certified coach.
- Review the training materials.

Lesson Two: Define Executive Presence

Hour Three: Defining executive presence for greater impact and effectiveness at work.

- Understanding left brain and right brain thinking as it relates to leadership effectiveness.
- Learn how to use both left and right brain thinking to boost credibility.

Hour Four: Reflection on the recording, reviewing the materials, completing the homework assignment, and be able to define what executive presence is for you.

- What will you do to engage your whole brain in an effort to open up greater possibilities for your brand, your career, and your profession?

Lesson Three: Influencer Skills

Hour Five: Defining “presence” and learning the key elements of critical thinking.

- Deep review of each of the 7 pillars of executive presence (composure, confidence, credibility, communication, connectedness, character and charisma).

Hour Six: Reflection on the recording, reviewing the materials, completing the homework assignment, and exploring which of the influencer skills are most critical to your success.

- Identify 2 of the pillars of Executive Presence that you will commit to work on using the SMART method for goal writing.





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Lesson Four: The 7 Behaviors of Executive Presence

Hour Seven: Identify the skills required to be an influencer.

- A review of each of the behaviors of executive presence.
- How do these behaviors impact your ability to be viewed as a leader with influence (non-verbal communication, adaptability and flexibility, relationship building, reading the room, conflict manager, speaking up, information sharing and storytelling).

Hour Eight: Reflection on the recording, reviewing the materials, completing the homework assignment, and determining which of the behaviors you need to begin focusing on.

- Write your thoughts and sketch a strategy that you can review with your coach on how to boost your skills in each of these seven areas of influence.

Lesson Five: Boost Your Executive Presence

Hour Nine: Learn the behavior required to achieve a higher level of intelligence and influence and practice the art and science of how to gain buy-in.

- What does it mean to be an intentional leader?
- A review of the 28 ways to boost executive presence.

Hour Ten: Reflection on the recording, reviewing the materials, completing the homework assignment, and creating a strategy to boost your executive presence.

- Highlight three actions from the training that are potential blind spots for you.
- Create your plan to make improvements.



The use of this official seal confirms that this Activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.

This program has been approved for **10.00 Business** recertification credit hours toward aPHR™, aPHRi™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™ and SPHRi™ recertification through HR Certification Institute® (HRCI®).





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Frequently Asked Questions

Once enrolled, how do I access my course content?

Content for all self-paced courses is hosted online. Registered enrollees will receive web access information and login credentials via email from our offices immediately upon completing enrollment. Go to pamelajgreen.com, click on Courses, then Login.

If I have questions, who do I contact for support?

For questions about course content email: instructor@pamelajgreen.com

For all other questions, email: customer care@pamelajgreen.com

When does access to my self-paced course end?

Your enrollment begins the moment you process your registration online. You will have up to three (3) years to access to the course from the time you purchase it. Once you receive a confirmation email, you may begin your course at any time.

If I'm trying to meet an important deadline, how quickly can I complete a course?

Enrollees should allow a minimum of two weeks from beginning Lesson 1 to finish all assignments and take the final exam for each self-paced course. If you choose to progress more quickly through your self-paced course, you may miss important information; therefore, we urge you to leave sufficient time to review and reflect on the content, and particularly in completing your homework assignments.

What happens if I decide not to complete the program, or the content is not for me?

Before enrolling in one of our self-paced courses, we strongly urge you to:

1. carefully review the course content outline.
2. determine your goals for completing the course.
3. watch the introduction video.
4. call or email us with any additional questions you have.

If you do these four things, you will be able to make an informed decision prior to enrollment. Once you begin the course, if you find that the course does not meet your need, you may make a one-time switch to a course of equal or lesser value. Self-paced course fees are not refundable. If you decide not to complete the course, you will still have access for up to three (3) years, should your situation change.

Who should take these courses?

These courses are designed for professionals and leaders who desire to excel in life and to accelerate their leadership skills, knowledge and capabilities. Self-paced courses like ours offer you a way to assess the gap between where you are and where you desire to take your career, while also offering you an opportunity to uncover blind spots. If you're looking to be an intentional leader, ready to make an impact by building upon your executive presence and expanding your brand, we welcome you into our program.





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What type of equipment do I need to complete these courses?

Courses are provided exclusively online, therefore access to internet service, a reliable computer and printer are required for the completion of the program. You may listen to and access materials on your smartphone, however, the experience of reviewing a program on your phone may feel inferior to what you might have with a computer screen.

How do I earn a certificate of completion for each course?

Once you complete a course, take, and pass the course exam at 80% or higher, you will receive your certificate of completion (suitable for framing) by email.

Is there a discount for purchasing more than one program at a time?

Yes! When you purchase two or more Excelerate online courses in one calendar year, you will receive a free 30-minute one-on-one Debrief Coaching Session with one of our coaches (retail value \$397). Use this time to gain additional insight into your specific needs and solidify your course learning. Qualified purchasers will receive an email within sixty (60) days of purchasing their second course, inviting them to schedule their Debrief.

How do I earn Recertification Credit?

Once you complete a course, take, and pass the course exam at 80% or higher, you will receive your certificate of completion (suitable for framing) by email or download. The certificate of completion will include a recertification number applicable for recertification through the HR Certification Institute® (HRCI.org). Many of our participants find that proof of recertification credit through HRCI® may also be applied to SHRM and other types of recertifying bodies. You'll need to check with the certifying body for the best way to obtain recertification credit.

How do I get coaching time?

Upgrade your course to the Coaching Debrief bundled package for just \$297 and get a 30-minute one-on-one coaching session and course debrief with a member of our coaching team. The Coaching Debrief is offered at an exclusive discounted rate to our course participants. We'll hand-select a coach that matches your particular goals and needs to meet with you upon course completion. If you wish to add this valuable session at a later date, it can be purchased for \$397.

How do I download the PowerPoint presentation?

The PowerPoint presentation content is copyrighted and may not be downloaded. However, all the content you view on the PowerPoint is provided in worksheet format (printable pdf) for your convenience. The handout provides the benefit of having the main points pre-summarized, so you are able to capture additional notes and thoughts as you are working through the program.





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I'd like a copy of Pam's book, but it is not part of my particular course.

All of Pam's books are available through Amazon.com. You may go online to review them and make your purchases there. If you'd like to receive an autographed copy, please send us an email, and we'll ship your autographed copy within seven (7) days of receipt of your order.

How do I set up a payment plan?

Due to the low investment opportunity of each course, payment plans are not available for these online courses.

How long do I have access to my courses?

You'll have access to the course content for three (3) years. This means that even if we update the course content, you'll be notified of the changes and can re-access them during that time.





Commitment for Course Success

These are commitments you make to yourself and to us to get the maximum benefit from each course:

1. By signing up for this experience, I recognize that I am an Intentional Leader and am ALREADY positioned to excel and make an impact that is head and shoulders above peers and colleagues.
2. I promise that I will give a sincere effort; I will honor my word as a business professional; I will take action and lead with integrity.
3. I promise to identify my goal for taking this course and not to spiral into a state of Analysis Paralysis. And if I'm feeling overwhelmed, I will communicate this to the PJGS Team.
4. I promise to spend time in reflection over the key points, to challenge myself to think about new ways of being a better professional, a better leader, and to complete the homework requested.
5. I promise to practice new skills and new ways of thinking.
6. I promise to acquire an accountability partner and/or coach to help me set and achieve my desired professional goals.
7. I promise that if I have any points of confusion, don't quite understand something, or think, "That's silly, why would I do this?" that I won't keep it to myself, I'll address it head-on in an honest manner.
8. I promise that if I see a topic and think, "I already know that!", I will instead say, "How can I use this to FURTHER deepen my understanding?"
9. Instead of thinking, "That will never work for ME!" I will instead ask a member of the PJGS Team, "HOW can this work for me?"
10. Above all, I promise to remind myself that I'm out for progress and not perfection and that every action is working toward my goal. I will be patient with myself and be proud of myself for taking on this challenge.

We look forward to working with you!

