**EXECUTIVE PRESENCE &**

**LEADERSHIP BRANDING**

**PROGRAM DESCRIPTION**

The aim of this workshop is to provide the participants with the principles and skills needed to project a professional image and brand, in sync with the core corporate values, through the ABCs of Image, namely, Appearance, Behavior and Communication. This workshop is designed to enhance professional appearance, heighten confidence, and polish professional and social etiquette.

**LEARNING OBJECTIVES**

To empower executives and managers to project a winning image and become more influential, exude charisma, enhance reputation, network with confidence and win clients in line with integral image and self- development.

**PROGRAM OUTLINE**

**Integral Image Development through the ABCs of Image: Appearance, Behavior and Communication**

* Understanding the fundamentals of Executive Presence
* How to develop Leadership Branding: Individuality, Positioning and Credibility

**Impressions Management**

* Traits of a Good First Impression: Credibility, Likeability, Attractiveness and Power
* 7 non-verbal ways to make a First Good Impression
* The art of introductions

**Executive Etiquette**

* Fundamental traits of Executive Presence: Gravitas, Confidence, Decisiveness, Integrity, Emotional Intelligence, Reputation and Vision
* Business etiquette, meeting decorum and client relations
* Networking and Business meals

**The Power of Communication**

* Verbal proficiency: coherence, assertiveness and tone of voice
* Influential non-verbal communication
* Presence and Visual Pose

**Packaging your Brand: Enhancing your Professional Appearance**

* Look your Part: professional grooming and dressing
* Developing Personal Style: discover your style personality, body type and wow colors
* Dressing up according to the occasion (corporate, corporate casual, formal, semiformal and smart casual)
* Enhance your professional appearance (makeup demo)

**WHO SHOULD ATTEND**

This workshop is recommended for professionals who want to build credibility and enhance charisma as experts in their industry. This is also for top leaders who want to identify and develop their own leadership brand.

**PROGRAM FACILITATOR**

**Ginny Villegas**

Certified Image Consultant

She founded FLAIR Image Consultancy in 2013 where she serves as Lead Image Consultant and Curriculum Director.

Ginny is a certified consultant of the Association of Image Consultants International (AICI) and currently president-elect of AICI- Philippine Chapter

She is also a Certified Corporate Etiquette Consultant by the Protocol School of Palm Beach (Florida).

She has facilitated programs for Development Bank of the Philippines, Diamond Hotel Manila, Mercury Drug Corporation, Bostik Philippines and Vista Land, to name a few.

A Fine Arts graduate from the University of Santo Tomas (UST, Manila) with a knack for style, she received her image training and education from John Robert Powers (Manila) and the International Image Institute (Toronto).

**RESERVE-NOW-BEFORE-IT'S-TOO-LATE! FORM**

**TO REGISTER:**

1. Fill out the form below and email us at seminars@saltandlight.ph

2. Send the form together with your company check to

**Breakthrough Leadership Management Consultancy, Inc.**

**2/F HPL Building, 60 Sen. Gil Puyat Avenue, Makati**

**TO INQUIRE:**

1. Call (02) 830 2191 or 813 2732, look for Juliet

2. Email us at seminars@saltandlight.ph

**EXECUTIVE PRESENCE AND LEADERSHIP BRANDING**

**Facilitated by Ginny Villegas**

March 11, 2020 | 9:00 AM to 5:00 PM |Joy~Nostalg Hotel & Suites Manila, Ortigas Center

*//source: Executive Presence & Leadership Branding2\_Ginny Villegas\_March 11, 2020\_OP\_website*

**YES!** Please register \_\_ participant(s) for this seminar/workshop!

**LEARNING INVESTMENT:**

|  |  |
| --- | --- |
| [  ] **Best Buy Rate:**Php7,327 +12% VAT  | [ ] **Early Bird Rate:**Php 8,327 +12% VAT  |
| [  ] **Regular Rate:**Php 9,327 +12% VAT | [  ] **Walk-in Rate:**Php 9,827 +12% VAT |

**[ ] Get 1 FREE SEAT by booking for 3 SEATS**

\*For current promo and to avail free seats, call us at **813-2703/32** or email seminars@saltandlight.ph

**Workshop fee includes**:

* AM & PM snacks
* Lunch
* IDs
* Manuals
* Certificates

**TERMS:**

1. Participants availing of the **Best Buy Rate or Early Bird Rate** will be given five (5) working days to settle their fees after the promo deadline. Next applicable rate shall apply if the participant fails to settle his/her fee within the five (5) working day period.
2. **Gift Certificates/Discount Vouchers** from Breakthrough Leadership or Salt & Light Ventures shall only be applied on the Regular Rate. All other promos (2 or 3+1 promo, Group and Suki discounts) are not applicable when GCs or vouchers are applied.
3. **Cancellation** seven (7) working days before the event, whether paid or unpaid, or a no-show during the event will not be honored. Failure to inform of your cancellation before the seven-day deadline will result to 30% charge to your account. This will serve as secretariat and banquet fee. Cancellation should be in writing and emailed or faxed to us.
4. Seminar participation may be transferred to another person in the same company.
5. If you wish to move your reservation to another seminar happening within the calendar year, please note that the rate of your updated seminar choice will be applied. Should the prevailing rate be higher than the initial learning investment already paid for, please settle the balance prior to the seminar date. Promo seats cannot be moved or transferred to another date or seminar.
6. We reserve the option to cancel or reschedule an event if minimum number of participants is not reached.
7. This reservation form, when completed, may also serve as your billing invoice.
8. All seminar fees must be prepaid.

|  |
| --- |
| **COMPANY DETAILS** |
| **NAME OF COMPANY/ORGANIZATION(BIR-REGISTERED NAME)** |
|  |
| **COMPLETE ADDRESS (Address:Flr/Bldg/St.Village/Bgy./City)** |
|  |
|  |
| **INDUSTRY** |
|  |
| **PRODUCT/SERVICES OFFERED** |
|  |
| **WEBSITE                                                 COMPANY TIN# (REQUIRED)** |
| **[  ] VAT      [  ] Zero-Rated or VAT Exempt** |

*\*For zero-rated or VAT exempt companies, please include your Certificate of Exemption or PEZA registration. Provide Form 2307 or Certificate of Tax Withheld if payment done with tax withheld. Please withhold only 2% as we are classified as suppliers or contractors of services.*

**RESERVING OFFICER'S DETAILS       [  ] MR      [  ] MS      [  ] MRS      [  ] DR      [  ] PROF**

|  |
| --- |
| **FULL NAME** |
|  |
| **NICK NAME** |
|  |
| **CIVIL STATUS:  [  ]Single   [  ]Married** |
|  |
| **JOB TITLE/POSITION** |
|  |
| **TELEPHONE #                                                    FAX #** |
|  |
| **MOBILE #                                                            EMAIL ADDRESS** |
|  |
| **PERSONAL TIN *(for personal reservation)*** |

**PARTICIPANT'S DETAILS**

**PARTICIPANT 1                  [  ] MR       [  ] MS       [  ] MRS       [  ] DR       [  ] PROF**

|  |
| --- |
| **FULL NAME** |
|  |
| **NICK NAME** |
|  |
| **CIVIL STATUS:  [  ]Single   [  ]Married** |
|  |
| **JOB TITLE/POSITION** |
|  |
| **TELEPHONE #                                                    FAX #** |
|  |
| **MOBILE #                                                            EMAIL ADDRESS** |
|  |
| **PERSONAL TIN*(for personal reservation)*** |

Pls. check if:   [  ] Vegetarian   [  ] Food Allergy:  ­­­­­\_\_\_\_\_\_\_\_\_\_ [  ] Senior Citizen    [  ] Pregnant    [  ] PWD

**PARTICIPANT 2              [  ] MR       [  ] MS       [  ] MRS       [  ] DR       [  ] PROF**

|  |
| --- |
| **FULL NAME** |
|  |
| **NICK NAME** |
|  |
| **CIVIL STATUS:  [  ] Single   [  ] Married** |
|  |
| **JOB TITLE/POSITION** |
|  |
| **TELEPHONE #                                                    FAX #** |
|  |
| **MOBILE #                                                            EMAIL ADDRESS** |
|  |
| **PERSONAL TIN*(for personal reservation)*** |

Pls. check if:   [  ] Vegetarian   [  ] Food Allergy:  ­­­­­\_\_\_\_\_\_\_\_\_\_    [  ] Senior Citizen    [  ] Pregnant    [  ] PWD

**NOTE:**

* For more than two (2) participants, kindly add more sections to the registration form.
* Putting your mobile number is optional. It's only to be used in case we need to confirm or inform delegates of urgent, last minute changes and in case of emergencies, i.e. weather disturbances, speaker changes, etc.
* Kindly indicate your own TIN if making a personal reservation.
* Inform the secretariat by emailing seminars@saltandlight.ph if the seminar seat will be transferred to another participant within the same company.
* **Billing processing** takes two to three (2 to 3) working days upon receipt of your reservation.
* Please reconfirm your reservation if you do not receive your billing or any confirmation from us through email, call, or SMS.
* For **invoice/OR** concerns, please call Katherine Maglaque at (02) 889-1111 local 765.

*//source: Executive Presence & Leadership Branding2\_Ginny Villegas\_ March 11, 2020\_OP\_website*

**KINDLY SELECT ONE OF THE FOLLOWING PAYMENT METHODS:**

[  ] **By Cheque.** I will send check payment to your office on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

[  ] **By Pick-up.** Please pick-up our check on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time/date).

***Made payable to Breakthrough Leadership Management Consultancy, Inc.***

[  ] **By Bank Deposit.** (Scan copy of deposit slip with your name and seminar title and send to seminars@saltandlight.ph)

     Kindly remit the money to the following. bank details:

     Company Name: Breakthrough Leadership Management Consultancy, Inc.

     TIN #: 008-524-715-VAT

     Account #: BPI CA#3711-0082-83, Gil Puyat, Makati Branch

     Account #: Chinabank CA#143-176931-7 Gil Puyat, Makati Branch

**GROUP DISCOUNTS:**

Knock off a couple of pesos off our rates when you register in groups! Call us to inquire about our group discounts.

\* 3 delegates - Less P 300 per delegate

\* 4 delegates - Less P 400 per delegate

\* 5 or more delegates - Less P 500 per delegate

**SUKI DISCOUNTS & INCENTIVES:**

Salt & Light Ventures' regular customers get an additional P500 discount per person when booking on top of Early Bird Rates and Group Discounts.

*Please note that our regular Group Discounts and Suki Discounts & Incentives are not applicable with our 2+1 and 3+1 promos.*

**IN-HOUSE:**

We'll bring this workshop right at your base - customized and personalized to fit your training needs. Grab this opportunity to train your whole staff and attain results faster and simultaneously. Call 830 2191 and look for Jenna or Kevin, or email inquiry@saltandlight.ph for more details.