Advanced Communications for High Potentials

Professor Brandon Smith
ADVANCED COMMUNICATION SKILLS FOR HIGH POTENTIALS

Accelerating your promotion schedule post graduation

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Course Description

• This course equips you to maximize your impact in your job within the first year post MBA

• Whether it is defining expectations with your manager, creating and managing “your brand” or requesting and receiving constructive feedback from your manager, this course will equip you with the essential communication skills you must possess in order to be recognized as a high potential in your first year post graduation

• You will learn the precise methods, tactics and strategies critical to communicating to key decision-makers and navigating organizational politics in ways that maximize understanding and facilitate action. We will explore what managers expect, how to most efficiently utilize their time, and how to constructively say “no” when the time comes.
Learning Objectives

• Understand and apply techniques to clarify and manage expectations with managers

• Assess and synthesize the culture present in any given organization and incorporate that knowledge into your communication strategy

• Practice and apply interpersonal communication techniques related to negotiating salary, setting performance expectations, seeking feedback, effective executive questioning, and setting boundaries

• Applying the concept of “pre-wiring” strategically to multiple settings, organizations and industries

• Understand and plan for the life pressures that accompany high potentials and how those vary based on gender

• Devise a High Potential growth plan for your first 5 years post graduation
How This Course Fits Into Your Communication Development As A Professional:

Corporate Communication Influence Model

- **Individual Performer**
- **Manager**
- **Leader**

**Advanced Communication Skills for High Potentials**

- **External Audiences**
- **Internal Audiences**

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Manager Interview – What Does It Take To Be a High Potential?

You will be expected to:

- **Part 1 - Conduct an interview with a manager** (over the phone is preferred but e-mail would be acceptable with approval of the instructor) with a manager of your choice. Choose your interviewee wisely! This is a great opportunity to network and getting to know a potential stakeholder by framing it as a class assignment.

- **Part 2 - Devise takeaways and actionable steps for Year 1.** Based on his/her responses, what are your takeaways? Put those takeaways into a plan format in which you outline what you plan on doing, when, and how you plan on assessing the impact of those tactics.

- Your report should be 2-4 pages double spaced and include your interview in a separate appendix.
In Summary

• This course provides you with the fundamental communication skills necessary to maximize your impact and accelerate your promotion schedule within your organization.

• Brandon’s areas of expertise include:
  – Leadership development and professional growth
  – Navigating organizational politics
  – Influencing others
  – Managing stakeholder relationships
  – Team alignment