

Quick Guide to Successful Executive Conversations



Project Management Toolkit: Executive Risk Conversations: A quick guide to successful executive conversations by D.L. Eilts

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As an executive, you have a lot of important conversations. Whether you're pitching a new idea to your team, negotiating a deal with a client, or giving feedback to a direct report, the ability to communicate effectively is essential to your success.

But what makes a conversation successful? It's not just about saying the right words. It's about creating a connection with the other person, understanding their needs, and building rapport.

This guide will teach you how to have successful conversations with executives, even if you're not a natural communicator. We'll cover everything from preparing for the conversation to following up afterwards.

Before the Conversation

****1. Do your research****

The more you know about the person you're talking to, the better prepared you'll be. Research their background, their company, and their interests. This will help you tailor your conversation to their needs and build rapport.

****2. Set clear goals****

What do you want to achieve in this conversation? Are you trying to get a decision, build relationships, or gather information? Once you know your goals, you can tailor your conversation to achieve them.

****3. Practice your delivery****

The way you deliver your message is just as important as the words you choose. Practice your delivery in front of a mirror or with a friend. This will help you sound confident and persuasive.

During the Conversation

****1. Be respectful****

Executives are busy people. Be respectful of their time and attention. Be on time for the conversation, be prepared, and listen attentively to what they have to say.

****2. Be clear and concise****

Executives don't have time for long-winded explanations. Get to the point quickly and clearly. Use specific examples and data to support your points.

****3. Be persuasive****

If you want the executive to do something, you need to be persuasive. Be confident in your ideas and be able to articulate why they're worth pursuing.

****4. Be open to feedback****

Executives are often willing to give feedback. Be open to it and use it to improve your communication skills.

After the Conversation

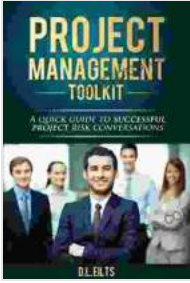
****1. Follow up****

After the conversation, follow up with the executive to thank them for their time and to reiterate your key points. This will help you stay on top of the conversation and build relationships.

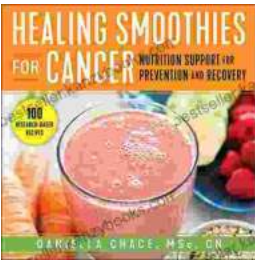
****2. Reflect on the conversation****

Take some time to reflect on the conversation. What went well? What could you have done better? Use this feedback to improve your communication skills.

Having successful conversations with executives is essential to your success. By following the tips in this guide, you can improve your communication skills and build stronger relationships with executives.

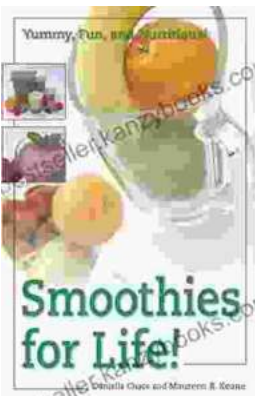


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