



Leading with Influence and Executive Presence

PARTICIPANT GUIDE

**September 24, 2026
10 AM to 12 Noon
Facilitator | Tom Templeton**

BE. WE. ME.

**If it is to BE, it is up to WE.
But the only person I can change is ME.
---- Messiah College Falcon Basketball Camp**



Leadership is not *about* you. But it does *start* with you
“If you are not reading, you are not leading.” – Charlie ‘T’ Jones

I am excited to facilitate Leading with Influence and Executive Presence and launch you into the **Frontline Leadership Training Program**. I’d like to start with a few thoughts about leadership as a result of working with studying, and observing exceptional leaders. Here’s what I know:

Leadership requires knowledge, skill, and competence—but it begins somewhere more fundamental. Before you can influence others, you must first learn to influence yourself. That means taking responsibility for your attitudes, habits, emotions, words, priorities, and actions. Prior to expecting accountability from others, hold yourself accountable and be willing to change before asking others to do the same.

Trust is earned over time and through consistent behavior. It can be lost... quickly.

Dr. Ken Blanchard’s ABCD Trust Model identifies four essential elements of trust:

- **Able** — Demonstrate competence and skill.
- **Believable** — Lead with honesty, integrity, and credibility.
- **Connected** — Build genuine relationships.
- **Dependable** — Keep commitments and follow through.

Personal Humility and Professional Will must be prioritized. Jim Collins identified two qualities common among leaders who produced exceptional results: personal humility and professional will. Humility means putting the mission ahead of personal recognition—giving credit to others, accepting responsibility, and building something that lasts beyond you. Professional will means an unwavering commitment to what needs to be accomplished, maintaining high standards and making decisions in the organization’s long-term interest.

Imposter Syndrome can be your ally. And finally, imposter syndrome. It’s real. Make it your friend. Use that voice in your head as a catalyst for growth. Challenge the “you’re not enough” voice with evidence, learn from it, and use its energy to build resilience.

Leadership is hard. Anything really worth doing is! Remember this: There is nothing more extraordinary and miraculous than the human being. Nothing. We have incredible potential to do good – and the complete opposite – sometimes in the same day!

DO HARD THINGS



PROGRAM DESCRIPTION

Life is tough. But if you are tough on yourself, life becomes infinitely easier on you. -- ZIG ZIGLAR

This session helps experienced leaders strengthen their influence, executive presence, and ability to move people toward a shared purpose. Participants will explore practical strategies for building trust, driving growth and improvement, and leading with authenticity, expertise, integrity, confidence, and composure.

Learning Objectives

Participants will:

- Understand the key elements of executive presence.
- Build credibility, trust, and influence.
- Strengthen communication and interpersonal skills.
- Build alignment and support around shared goals.
- Navigate difficult conversations and situations effectively.
- Apply emotional intelligence to leadership.
- Lead with greater clarity and intentionality.

About the Instructor

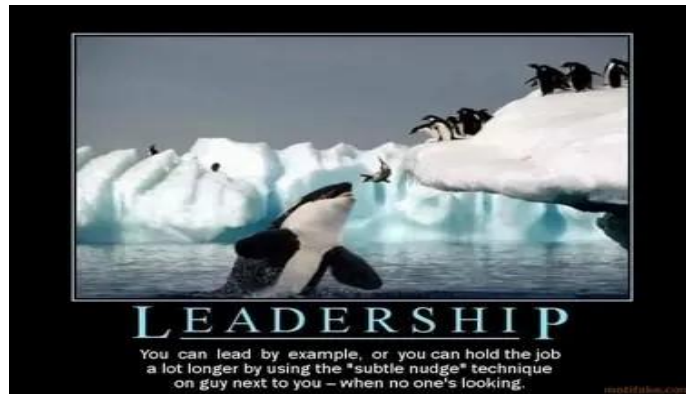
Tom Templeton, Founder and Creative Director of Templeton Advantage, LLC, provides governance, leadership, executive search, and coaching services to individuals and organizations. His career includes 12 years with U.S. Representative George W. Gekas, where he ultimately served as District Director, followed by leadership roles with the Pennsylvania School Boards Association, including Assistant Executive Director for School Board and Management Services. Today, Tom leads leadership workshops and retreats, conducts executive searches, and coaches aspiring and experienced leaders. He combines research, practical strategies, leadership principles, and core values to help leaders translate insight into action. Tom holds a bachelor's degree from Millersville University and an education certification from Penn State Harrisburg.

GETTING TO THIS –



OFTEN INVOLVES THIS ---

... which is why we need EI, goals and standards, conflict resolution training, communication skills, core values, an HR Director, an *Assistant* HR Director, lunchtime mindfulness exercises, massage chairs...



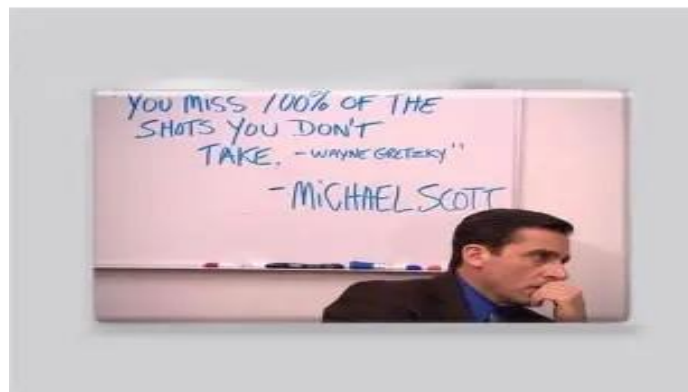
"The 4th meeting on this guys and we are getting nowhere!" Meanwhile, Jeff (right) is physically present but mentally 'absent' - he has a final interview with another company; he's 'rehearsing' answers. Jonathan (left) is Project Manager but receives no guidance from his boss.



"Brad, that was the third time now you completely cut me off in these meetings. I'll go to HR!"

"I thought I WAS HR"

"It will be *WAS* unless this stops!"



Nothing erodes trust and morale more quickly than when a leader claims ownership of work performed by others or takes credit for their efforts and accomplishments.



PRE-SESSION QUESTIONNAIRE

Great leaders are almost always great simplifiers, who can cut through argument, debate and doubt, to offer a solution everybody can understand. --COLIN POWELL

Hello Seminar Participants:

I am looking forward to meeting everyone at our session next week, Leading with Influence and Executive Presence. I am confident you will find the seminar informative, enlightening, and even a little entertaining.

I would ask one thing of you: Decide to actively participate and be mentally and emotionally 'dialed in' to the topics and activities we will explore over the two-hour period. I think you will find the seminar more rewarding and impactful that way. In preparation for the seminar, I would like to learn just a little more about you.

1. What is your name and current position in your organization?
2. How many people do you directly and/or indirectly supervise (if applicable)?
3. What is one trait (*yes there are many*) that you believe leaders *must* possess to be highly effective?
4. What are your top two or three professional strengths?
5. What is one area you would like to improve upon?
6. What do the terms 'influence' and 'executive presence' mean to you in a work environment?
7. What is one leadership behavior you would like to begin, stop, or strengthen as a result of this workshop?

I wrote you a longer letter because I did not have time to write a short one. – Mark
— .



Give me six hours to chop down a tree and I will spend the first four sharpening the axe – Abraham Lincoln

SESSION #1: UNDERSTANDING LEADERSHIP -- 10:00 am to 10:25 am

- Introductions | Learning Outcomes | Program Construction
- Review answers to Pre-Workshop Questionnaire – Discussion
- Demystifying Leadership – What leadership is **not** and where leadership *starts*
 - Leadership may begin with a title, position, or some authority.
 - But where does leadership *really* begin?
 - The critical importance of self-development
 - A word from your flight attendant!

NOTES AND REFLECTIONS



BREAKOUT SESSION #1: CASE STUDY -- 10:25 am to 10:40 am

Travis is a respected manager in the company. Experienced, knowledgeable, and productive. The company has communication issues; therefore, workflow and deadlines are compromised. Travis presents a well-researched solution. *“This is what we need to do. The current approach clearly isn't working.”* **The response from others:** “We've tried something similar before.” “Our department operates differently.” “The problem may go away ‘you know who’ leaves. He’s looking.” He believes the solution is obvious and thinks the others don’t want to change. Frustrations rise. Nothing is resolved.

The Challenge: Travis has authority within his own area, and a reasonable solution—but he has not created enough **influence** to move others toward action.

Questions

1. What did Travis do well?
2. What is the difference between having a good idea and influencing others to act on it?
3. What could Travis do differently to become more influential?

NOTES AND REFLECTIONS



“For Every Action, There Is an Equal and Opposite Reaction” In physics, this phrase is the statement of Newton’s Third Law of Motion: when one object exerts a force on another, the second object exerts an equal force in the opposite direction on the first.

SESSION #2: The E7 Characteristics of Great Leaders -- 10:40 to 11:00 am

Great leadership requires more than intelligence or technical expertise. I call it the **E7 Characteristics**, which attempts to define attributes that combine IQ and EI (emotional intelligence), and distinguishes the average/good leaders from the excellent/elite leaders. Why great leaders prioritize EQ over IQ for long-term success. *What is Emotional Intelligence and why does it matter?* What qualities do the leaders you most admire consistently demonstrate? How would you characterize it? Servant. Transformational. Situational. Participative. Transactional. Autocratic.

NOTES AND REFLECTIONS



Short break at 11:00 AM

SESSION #3: 'But Why, Some Say, the Moon?: 11:10 am to 11:25 am

We will watch a short clip of a powerful speech given by President John F. Kennedy at Rice University. Then we will examine methods used to build support around goals, while demonstrating an unmistakable example of executive presence.

Discussion Questions

- What made Kennedy influential in this speech?
Was it his position, his message, his communication, his vision—or a combination?
- Kennedy acknowledges that the task would be difficult, expensive, and uncertain.
 - *Why was it important for him to acknowledge those realities?*
- What did Kennedy do to make an enormous, seemingly impossible goal feel achievable?
 - *How did Kennedy use the words “we” and “our” throughout the speech?*
What effect does that have on the audience?
- Can a leader influence people without having complete authority over them? Why?
- How does this demonstrate executive presence?
- What is the difference between telling people what to do and giving people something worth doing?

Be clear, intentional, communicative, and confident.

NOTES AND REFLECTIONS



BREAKOUT SESSION #2: Resolving Conflict – 11:25 AM to 11:40 AM

From Avoiding the Conflict to Acquiescing. What are healthy strategies to address conflict? Understanding how you normally address conflict and discussing ways to improve it. In this breakout session, participants will discuss methods they have used (good and bad) to work through conflicts and disagreements, then participate in a discussion.

1. What are your ideas and thoughts under the following categories:
2. How to clarify the situation – and build trust
3. Methods and questions to understand how one feels
4. The impact of this situation professionally
5. Steps to identify solutions

NOTES AND REFLECTIONS



SESSION #4: Key Takeaways and Concluding Remarks -- 11:40 am to 11:55 am
What was a key takeaway or two for you?

NOTES AND REFLECTIONS

YOUR PERSONAL LEADERSHIP DEVELOPMENT PLAN

- What action steps are you going to take to develop a better YOU!
- What action steps are you going to take to develop a better professional leader?
- What will you begin reading? "If you are not reading, you are not leading"
- One behavior I need to improve:
- One leadership skill I need to strengthen:
- One relationship I need to improve:
- One difficult conversation I need to have:
- One goal I need to pursue more intentionally:

NOTES AND REFLECTIONS



SUCCESS LEAVES CLUES

Great leaders and organizations rarely achieve sustained success by accident. What do successful leaders consistently do?

Founding Spirit | Toyoda Principles: Five Main Principles of Founder Sakichi Toyoda



**Sakichi Toyoda
Founder of Toyota**

- **Always** be faithful to your duties, thereby contributing to the company and to the overall good.
- **Always** be studious and creative, striving to stay ahead of the times.
- **Always** be practical and avoid frivolousness.
- **Always** strive to build a homelike atmosphere at work that is warm and friendly.
- **Always** have respect for spiritual matters, and remember to be grateful at all times.

EVALUATION OF PROGRAM – 11:55 AM.