



MOUNTAIN TOP CONSULTING
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Potential Speaking Topics **From Mountaintop Consulting**

Becoming A Business Builder

Mountaintop's Becoming A Business Builder workshop is guided by a belief that every person can contribute to a Company's profitable growth. We employ interactive teaching methods and provide practical advice to demystify the process of building professional relationships and leveraging those relationships to bring in business.

Overview

The Becoming A Business Builder workshop includes one, live training session, presented in a 90-minute format, that will incorporate a formal presentation, group discussion, interactive group exercises, and valuable follow up for each participant to complete. During the session, each participant will gain practical, actionable strategies related to three success factors:

- Personal Branding
- Maximizing Professional Networks
- Successfully Implementing a Personal Action Plan

At the culmination of the workshop, each participant will be able to:

- Articulate their personal brand and the value they bring
- Understand how to execute practical yet critical next steps for branding on- and off-line
- Develop and execute a customized, strategic Action Plan for continued success

What's Covered

- Personal Branding & Executive Presence
 - Communicating your personal brand, expertise, and the value you bring to each matter
 - Cultivating executive presence
 - Becoming a "go to" person internally and externally
 - How to utilize your company bio and LinkedIn profile to publicly establish your personal brand
 - In-Session Exercise: Elevator Speech Role Play
 - Homework for Participants: Company Bio & LinkedIn Profile Updates
- Business Development Action Planning
 - Identifying client development activities that play to your strengths
 - Prioritizing your external activities and outreach
 - How to prepare for, execute, and follow up on a business development interaction
 - Creating accountability and support systems internally and externally
 - In-Session Exercise: Action Planning Exercise (using Mountaintop's proprietary templates)
 - Homework for Participants: Action Plan Development



Communication Skills & "Owning The Room"

Mountaintop's Communication Skills & Owning The Room workshop provides practical strategies for professionals to communicate effectively and project confidence. From crafting client emails that foster a sense of trust to exuding a powerful in-person presence, this workshop guides professionals in the development of the verbal and nonverbal communication skills that are critical for personal and professional success.

Overview

The Communication Skills & Owning The Room workshop includes one, live training session, presented in a 60 to 90-minute format, that will incorporate a formal presentation, group discussion, an interactive group exercise, and homework for each participant to complete.

At the culmination of the workshop, each participant will be able to:

- Cultivate client trust and loyalty through effective listening and communication skills
- Master key verbal, non-verbal, and written communication imperatives
- Employ practical techniques for speaking confidently in a public setting or meeting

What's Covered

- Mastering verbal, nonverbal, and written communication
- Understanding the 7 C's of effective communication
- Structuring effective, professional email communication with clients and colleagues
- Establishing the physical presence and confidence to "own the room"
- In-Session Exercise: "Off The Cuff" Role Play
- Homework for Participants: Related reading



Creating Personal Action Plans

Mountaintop's Creating Personal Action Plans workshop helps participants develop actionable plans for professional and personal advancement. We employ an interactive presentation style and provide practical advice to equip each participant with the tools they need to create a personal Action Plan.

Overview

The Creating Personal Action Plans workshop is presented in a 60 to 90-minute format that will incorporate a formal presentation, group discussion, an interactive group exercise, and homework for each participant to complete.

At the culmination of the workshop, each participant will be able to develop a practical plan to meet their goals for professional and personal advancement.

What's Covered

- Identifying your highest ROI activities and matters
- Strategic career management for success and fulfillment
- Prioritizing your external activities and outreach
- In-Session Exercise: Personal Action Plan Exercise (using Mountaintop's proprietary templates)
- Homework for Participants: Personal Action Plan Development



LinkedIn For Busy Professionals

When used strategically, LinkedIn provides a great platform for personal branding and business development. Mountaintop's LinkedIn for Busy Professionals workshop provides practical tips for understanding the strategic and technical aspects of building a memorable profile, using LinkedIn's search functions to develop professional relationships, and increasing your visibility efficiently and ethically.

Overview

The LinkedIn For Busy Professionals workshop includes one, live training session, presented in a 90-minute format, that will incorporate a formal presentation and demonstration of LinkedIn, group discussion, an interactive group exercise, and homework for each participant to complete.

At the culmination of the workshop, each participant will be able to:

- Optimize and regularly update their LinkedIn profile
- Use advanced LinkedIn features typically only known to power users
- Comply with the ethics and advertising rules that govern attorneys on LinkedIn
- Employ practical strategies for developing a personalized LinkedIn strategy to further their practice and career goals

What's Covered

- Maximizing and customizing your LinkedIn profile
- Strategic ways to build your network (including the advanced use of Settings, Search, News, and Contacts functions)
- Avoiding ethical pitfalls for professionals
- Developing a content strategy for your areas of expertise
- In-Session Exercise: LinkedIn Demonstration
- Homework for Participants: LinkedIn Profile Updates



Personal Branding & Executive Presence

Mountaintop's Personal Branding & Executive Presence workshop helps participants master the ability to communicate their areas of professional expertise and to project confidence. We employ an interactive presentation style and provide practical advice to equip each participant with tactics for effectively becoming a "go to" person within their office, within their practice area, and across the company.

Overview

The Personal Branding & Executive Presence workshop includes one, live training session, presented in a 60 to 90-minute format, that will incorporate a formal presentation, group discussion, interactive group exercises, and valuable follow up for each participant to complete.

At the culmination of the workshop, each participant will be able to:

- Communicate their areas of professional expertise
- Project confidence and credibility when interacting with others
- Employ practical strategies to become a "go to" person

What's Covered

- Personal Branding
 - Kickoff: Straight talk about leadership development and your company's expectations
 - Becoming a "go to" person internally and externally
 - Promoting the Company
 - In-Session Exercise: Elevator Speech Role Play
 - Homework for Participants: Company Bio Updates
- Executive Presence
 - Cultivating executive presence and personal confidence
 - Communicating your expertise and the value you bring to each matter
 - Mastering verbal, nonverbal, and written communication
 - In-Session Exercise: Improvisational Speaking Role Play
 - Homework for Participants: Related reading



Playing To Your Strengths

The most effective teams leverage each participant's talents. According to Gallup studies, absent a strengths focus, employee engagement averages a dismal 1 in 11 (9%). Conversely, when an organization's leadership focuses on the strengths of its employees, the odds of employee engagement soar to almost 73%. Led by a Gallup-Certified Strengths Coach, our Playing To Your Strengths workshop uses Gallup's StrengthsFinder Assessment as a foundation to guide participants through how to leverage strengths in the workplace. Throughout the workshop, participants will learn how to identify, approach, and leverage their strengths; conditions that distinguish high performing teams; and what they need as individuals to perform best through interactive exercises that volunteers will share with the group.

Overview

Each Playing To Your Strengths workshop includes one, live training session presented in a 60 to 120-minute format, that incorporates a formal presentation, group discussion, interactive group exercises, and valuable follow up for each participant to complete. During the session, participants will get to know each other and walk away with an understanding of each individual's strengths, key team dynamics, and action items they can implement right away to maximize their strengths together and within the company. Individual StrengthsFinder Assessments and a Team Strengths Analysis, conducted before the session, are available to enhance the training session.

At the culmination of the workshop, each participant will be able to:

- Understand and leverage their inherent skills to achieve professional success
- Recognize and embrace the talents of each team member
- Implement practical next steps to enhance their work performance and professional success

What's Covered

- Team Workshop
 - The session will address practical, actionable ways the team can leverage its collective and individual strengths to enhance the performance and culture of the company. Each attendee will leave with immediate ways to leverage their strengths as individuals and as members of the team.
 - While it would be helpful for participants to have some familiarity with Gallup's StrengthsFinder Assessment prior to the workshop, it is not a requirement. All participants will walk away with valuable take-aways, insights into their own strengths, and practical implementation tips regardless of their familiarity with the assessment.
- StrengthsFinder Assessment & Analysis
 - For those who want to take a deeper look at team and individual strengths, this phase will include the distribution of the brief, electronic StrengthsFinder Assessment to each individual member of your team. Our team will then perform an in-depth analysis of the Assessment results to include in the training session. Leadership will also receive a copy of the team's StrengthsFinder Grid and Analysis.
 - Additionally, a Gallup-Certified Strengths Coach can meet individually with leadership for a 60-minute consultation to explain the Assessment findings and how to leverage individual strengths for team success.



Productivity And Time Management

Rooted in effectively managing oneself, our Productivity And Time Management workshop covers practical strategies, tools, and tips to help professionals both meet day-to-day responsibilities and make progress towards long-term career goals in an effective and sustainable way. Participants will learn how to better manage their time and be more productive in a way that works for them and their work environment.

Overview

The Productivity And Time Management workshop includes one, live training session, presented in a 60 to 90-minute format, that will incorporate a formal presentation, group discussion, and interactive group exercises.

At the culmination of the workshop, each participant will be able to:

- Understand how to communicate quickly and clearly, whether via email, in person, or over the phone
- Manage your time more efficiently with organized systems and approaches
- Prevent and manage overwhelm at work

What's Covered

- Managing oneself to effectively manage time
- Responding to and managing expectations
- Communicating clearly and concisely
- Tools to support organization and time management
- In-Session Exercise: Using Your Organization System
- Homework for Participants: Related reading



Thinking Like An Owner (From Day One)

Mountaintop's Thinking Like An Owner (From Day One) workshop helps new professionals and managers learn the written and unwritten rules of the workplace and professional life, so they can confidently own their career progress and deliver value right away.

Overview

The Thinking Like An Owner (From Day One) workshop includes one, live training session, presented in a 60 to 90-minute format, that will incorporate a formal presentation, group discussion, interactive group exercises, and valuable follow up for each participant to complete. During the session, each participant will gain practical, actionable strategies related to success factors, including:

- Becoming a go-to person
- Your professional, authentic self
- Realistic feedback expectations
- Cultivating relationships
- Mentors & sponsors
- Demonstrating reliability & credibility
- Adding value every day

At the culmination of the workshop, each participant will be able to:

- Articulate their professional, authentic brand and the value they bring
- Understand how to provide value for their boss, team, and the company
- Cultivate strong professional relationships

What's Covered

- What It Means To "Think Like An Owner"
- Building Your Platform & Communicating Your Successes
- Managing Spoken & Unspoken Expectations
- The Formula For Strong Relationships
- Navigating Your Company Culture
- Leveraging Mentors & Sponsors
- Making Your Boss' Job Easier
- Mastering The Art Of The Meeting
- Making Every Interaction Count
- In-Session Exercise
- Homework for Participants



Law Firm Economics: The Business Of Law

The practice of law has changed significantly over the last 15 years, and the rate of that change has increased dramatically since the 2008 Recession, creating a “New Normal.” To be successful in the New Normal, attorneys and professional staff at every firm must master the business of law as well as the practice of law. Considered best-in-class nationally, Mountaintop’s The Business of Law workshop offers an introduction to the factors that impact profitability for law firms. Participants will learn how to assess the profitability of their work and practical tips to enhance the long-term financial sustainability of the firm.

Overview

The Business Of Law includes one, live training session, presented in a 60 to 90-minute format, that will incorporate a formal presentation, group discussion, an interactive group exercise, and homework for each participant to complete.

At the culmination of the workshop, each participant will be able to:

- Speak more intelligently about the law firm market, business models, and firm profitability
- Employ practical strategies for contributing to your firm’s profitability

What's Covered

- Critical cash flow dynamics of law firms
- Factors that impact law firm profitability
- Typical law firm partnership models
- What each participant can do to enhance the firm’s long-term financial success
- In-Session Exercise: Hypothetical Law Firm Profitability Analysis
- Homework for Participants: Personal Profitability Analysis

