

## **Foundational Skills**



### **BUSINESS PARTNERING SERIES**

- Master the Art of Highly Effective Business Partnering
- Business Partnering: Uncover & Create Your Team Brand
- Increase Your Influence: Presentation & Conversation Skills that Go Beyond the Data



## BUSINESS PARTNERING SERIES

# Master the Art of Highly Effective Business Partnering

Page 1 of 2

**COURSE LENGTH**

Three 2-Hour Virtual Sessions or  
One Full Day In Person

**DESCRIPTION**

Business partnering is the process of developing long-term relationships among members of different business units in an organization to create synergistic, mutually beneficial solutions to their business challenges. Because successful partnerships among business units begin with conversations among colleagues, knowing how to listen well, ask good questions, and drive discussions to get the information you want are necessary skills for engagement. According to experts, thoughtful conversations are critical for establishing credibility and trust with your business partner. A 2012 study by Deloitte found that 83% of respondents wanted to increase the time their companies spent on finance business partnering. In this course we look at the topics necessary to effectively business partner, namely improving communication through what you ask, what you say and what you do.

**LEARNING OBJECTIVES**

- Acquire the skills to aid in asking better questions to engage more deeply with your partner
- Understand how to choose the right communication tool for any situation
- Learn to use email more effectively
- Learn to correctly construct a message that includes an opening and a call to action
- Develop a strategic plan for partner conversation, presentation, or facilitation

**AGENDA**

- The Business Partnering Model
  - Capture Attention
  - State “the big why”
  - Summarize the current state
  - Gain commitment
- What you Ask
  - Business partnering revolves around relationships
  - Heighten your internal awareness and growth
  - Heighten your external awareness and growth



BUSINESS PARTNERING SERIES

# Master the Art of Highly Effective Business Partnering

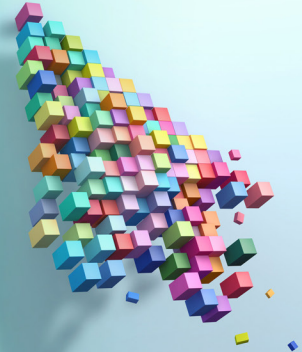
*Page 2 of 2*

- What you Say
  - Demystify communication
  - Increase the intention of your content and delivery
  - Effective emails
  - Compelling conversations and persuasive presentations
- What you Do
  - Knowledge isn't power, application is
  - Time to A.C.T.
    - Accountable
    - Clearly defined
    - Time-specific



## BUSINESS PARTNERING SERIES

# Business Partnering: Uncover & Create Your Team Brand

**COURSE LENGTH**

Three 2-Hour Virtual Sessions or  
One Full-Day In Person

**DESCRIPTION**

This energetic, thought-evoking, and interactive professional development workshop isn't only about gaining knowledge; it's about making application. In this deeper dive into business partnering, we will work to uncover the shared values and establish a brand for your finance team. This exercise will create a cohesive purpose for your finance team that can be used to position you as a trusted partner for other departmental teams across your company. The results are better communication within the team and to your partners, enhanced collaboration, increased productivity, and improved performance.

**LEARNING OBJECTIVES**

- Understand and utilize tools that can aid in discovery of the team's purpose
- Understand the importance of a shared vision in collaboration and productivity
- Learn how to develop a cohesive shared vision with your team
- Develop a plan to communicate out the team's shared values
- Discover how to achieve commitment through alignment of individual and team purpose

**AGENDA****Determine your team's professional identity.**

- Discovering your purpose. Answer the question: Why does our team exist within the organization?
- Develop your vision. Answer the questions:
  - What does it "look like" when our team lives out its purpose?
  - What real value do we provide? What must we accomplish to be successful?
- Clarifying your values. Answer the questions:
  - How does our team express its purpose through day-to-day interactions? How do we uniquely express our core values?

**Create a strategy to communicate your brand.**

- Equip your team with the language and messaging to communicate their value and impact across the organization.

**Generate traction and drive momentum moving forward.**

- Achieve buy-in and commitment through alignment of individual and team purpose.



## BUSINESS PARTNERING SERIES

# Increase Your Influence: Presentation & Conversation Skills that Go Beyond the Data

*Page 1 of 2***COURSE LENGTH**

Three 2-Hour Virtual Sessions or  
One Full Day In Person

**DESCRIPTION**

Effective workplace communication is critical for your success...and, it can be complicated. Whether you're leading a presentation or guiding a conversation, it's essential to be armed with confidence, clarity, and conviction to drive results. In this highly interactive workshop, you'll uncover how typical corporate communication patterns stand in the way of capturing your listener's attention and gaining their commitment to drive profitable action. Learn to transform your insights into intelligent business decisions by tapping into why your topic matters to your listeners, guiding them with solution-centered dialogue, and exploring compelling next steps. Ordinary opportunities are already scheduled on your calendar that hold the potential for extraordinary impact on your career trajectory. Will you be prepared to maximize them?

**LEARNING OBJECTIVES**

- Earn trust by building a foundation of rapport
- Practice the art of strategic listening so you can know your audience and speak their value language
- Understand the perspectives of others and learn to navigate potential biases
- Utilize a 5-step method to capture attention and engage in solution-centered dialogue
- Gain the commitment required to inspire buy-in and outcome ownership

**AGENDA**

Increase the ROI of your communication skills:

- Relate on a deeper level
  - Move from “knowing about” to “knowing” your business partners:
    - Explore commonalities to build trust
    - Uncover motives behind the facts
    - Discover the worth people place on things
- Own your opportunities
  - Embrace your role as a facilitator of meaningful business interactions:
    - Customize your approach
    - Keep things on track
    - Overcome objections



### BUSINESS PARTNERING SERIES

## Increase Your Influence: Presentation & Conversation Skills that Go Beyond the Data

Page 2 of 2

- Articulate agendas and action steps:
  - Eliminate unknowns with meeting preparation and closure
    - Articulate the meaningful purpose of your meeting
    - Identify who should do what by when
- Impact outcomes
  - Heighten your intention with a 5-step communication method:
    - Capture their attention
    - State the big “why”
    - Summarize the current state
    - Discuss potential solutions
    - Gain commitment