



EFFECTIVE ORAL COMMUNICATION

Objectives

Effective Oral Communication is a leadership course designed to help participants learn presentation skills in a one-day class.

Pework and in-class one-on-one interviews

An important feature of *Effective Oral Communication* is the personal attention paid to each participant. Building on a prework assignment, students prepare a presentation during the workshop. In the morning they practice parts of the presentation, and in the afternoon, they tape the entire presentation, followed by a confidential review.

Outline

- ◇ Understanding the psychology behind confident public speaking
- ◇ Organizing effective openings that gain attention, orient readers to the purpose of the communication, and forecast how the presentation will proceed
- ◇ Positioning points in Tell and Sell presentations for maximum clarity and impact
- ◇ Preparing a closing that restates the speaker's purpose, reviews its main supporting points, and ends on a note of finality
- ◇ Answering questions and objections effectively
- ◇ Delivering the message confidently and authoritatively
- ◇ Using visual aids appropriately

Length: One full day, with two instructors

Find out more:

Communiskills offers trainings to bring effective communication to your organization. Visit our website, www.Communiskills.com, for more information.