

BRIEFING AND PRESENTATION TECHNIQUES

A 1 or 2-Day Hands-On Workshop
*To Impress VIPs and Organizational
Leaders*

Course Description:

Visibility is a key to success in government today. Give yourself, and your organization, a leading edge. This workshop shows you how to plan, organize and present your ideas powerfully and confidently when briefing high level individuals and decision makers. Gain impact skills to make your next presentation really showcase your strengths. This workshop firmly focuses on the practical, specific how-to techniques of making high performance presentations.

Learning Objectives & Topics Covered in this Workshop:

- Define your goal & message by analyzing the needs and expectations of your audience
- Organize and format information to direct the audience's attention to your objectives and strengths
- Develop powerful presentations that gain an audience's attention and influences their viewpoints
- Deliver a message confidently using information, persuasion, humor and analogies
- Answer the tough questions capably and confidently

Audience: This workshop is designed for government leaders and managers.

Toolkits:

Each Participant will receive a **Student Handbook** and access to an **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information

CEU Credits: 0.6-1.1

Suggested Program

Prerequisites: None

Advanced Preparation: None

Program Level: Basic

Field of Study: Business
Management and Organization

Delivery Method: Group Live –
Classroom