



## BRIEFING AND PRESENTATION TECHNIQUES

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A 1 or 2-Day Hands-On TMS Workshop to Impress VIPs and Organizational Leaders

*Delivered in Live or Live Virtual Classrooms!*

### **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 all government personnel.

#### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

#### **Additional Information:**

**CPE Credits:** 7.0- 15.0

**CEU Credits:** 0.6- 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Communication and Marketing

**Delivery Method:** Group Live – Live Virtual Classroom

