

PRESENTATION SKILLS

SAY IT SHORT SO YOUR IDEAS GET HEARD IN MEETINGS & EMAILS



HAVE YOU EVER FELT LIKE PEOPLE ARE TAKING A NAP WHILE YOU DESCRIBE ESSENTIAL DETAILS?

If it feels like people tune you out as you dive into important details, don't worry. You're normal. The more technical your role or job function is, the more likely the "tune out" becomes.

Nonetheless, you don't want to settle for normal. You want to be an outstanding communicator.

Why does it benefit you to practice "saying it short" when you're at work?

- It makes you more influential, and helps your perspective get heard.
- It improves your Executive Communications skills.
- It helps people digest what you're saying rather than resist.
- It honors the listener, which counterintuitively, makes your comments more interesting.
- It keeps stakeholders engaged because you're simplifying the complex - which makes them less likely to go dark when you need their feedback or approval.

60-MINUTE (LIVE) VIRTUAL TRAINING

WHAT'S IT ABOUT?

When you're communicating at work, you want to have an impact. A common challenge is that you know a lot of context. The details feel important to convey. Meanwhile, they give you, oh...about 15 seconds to make your point.

This session gives you techniques for "saying it short" and for positioning your message in a way that makes them willing to listen.

Make it all about them

You'll get practical tips for making your words more palatable for the listener

Make it quick

You'll get "how to structure it" scripts to help you communicate more crisply

In this session, participants:

- 1) Get clear on why the communication matters in the first place with the Think/Feel/Do model.
- 2) Apply "positioning" to give your communications an angle and arc that the listener wants to follow.
- 3) Explore "compact communication" models to give you practical words that keep you on track, concise, and memorable.

