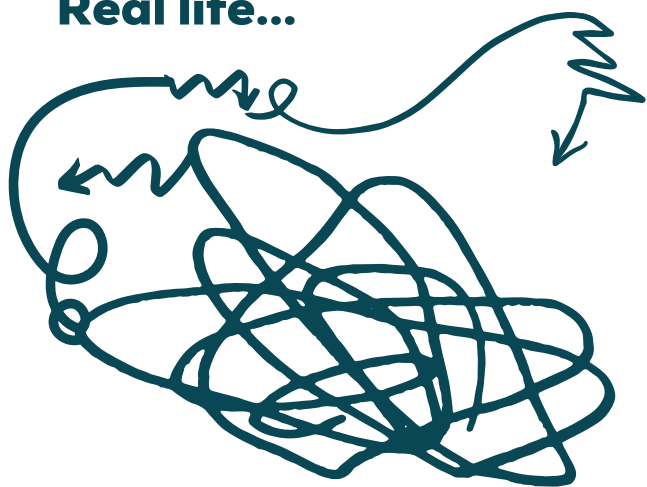


TANGENTS AND TOUGH Q&A: WHAT TO SAY TO KEEP YOUR PRESENTATIONS ON TRACK

Your plan...



Real life...



IT'S TOUGH TO DELIVER SOLID PRESENTATIONS WHEN YOUR MEETINGS ARE FILLED WITH TANGENTS, INTERRUPTIONS, DEBATES, AND DISAGREEMENTS.

86% say that lack of collaboration or ineffective communication is what causes workplace failures.

(Source: Salesforce)

Join this session to try on new scripts and strategies for working through tough Q&A.

60-MINUTE (LIVE) VIRTUAL TRAINING

WHAT'S IT ABOUT?

In this session, you'll explore strategies and scripts for 7 meeting-manglers so that you can keep your presentations on track:

- 1) What to say when Mr. Debate keeps derailing you.
- 2) How to gracefully get clarity when someone asks unclear questions.
- 3) Planning for interruptions so they don't sabotage your focus.
- 4) Experimenting with strategies that cut down circular conversations.
- 5) How to tame tangents and get back to the meeting purpose.
- 6) Giving quick feedback so that your silence isn't interpreted as agreement.
- 7) Moving forward when the room is divided.

TANGENTS WON'T BE ERADICATED, BUT....

Although you'll never cut out all of the interruptions and tangents, it's important to continue to step your game up when it comes to managing them.

No one likes attending meetings that have gone off the rails, and inevitably, you'll lead a meeting that tries to. When you're delivering the deck, it's up to you to facilitate the focus.

Your presentations in meetings are more than the deck and the data. They're also filled with human interactions. Your responses to the tough stuff matters. In fact, it influences your reputation...for better or for worse.