

Effective Oral Briefings

Course outline

Provided by: Performance Management Consultants – PMC Training



Reference no. 152-16

Duration 1.00 day(s) | 6:00 hours ¹

Website link <https://pmctraining.com/training/effective-oral-briefings/>

Techniques and Strategies to Perfect a Highly-Valued Competency

The ability to succinctly brief others is a highly valued competency in today's fast-paced workplace. This expertise requires the speaker to clearly understand the issue, structure the briefing in a way that is easy to transmit, and deliver the message effectively.

Participants will leave this interactive workshop with techniques, strategies, and tips for framing issues, focusing on what listeners remember, and presenting in a clear, concise manner.

Learning outcomes

By the end of this workshop, you will be able to:

- Quickly find the key points to emphasize in a briefing
- Organize your briefing for maximum impact and influence
- Understand how people hear and what they retain
- Present with confidence

Workshop topics

Communication Today

- The five Cs of communication
- Captivating your listener
- Planning your briefing
- Perfecting your take-away message

Draft and Hone Your Message

- Preparing your draft
- Using plain language

¹ The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

- Using topic sentences to guide the listener
- Writing for the ear, not the eye
- Providing a hook

Technical Considerations

- The three Vs of an oral presentation
- Making your voice match your words
- The power of three
- Use your voice for emphasis
- Effective arguments

Presenting Your Briefing

- Rehearse your presentation
- What to do if you have stage fright
- Use non-verbal communication for maximum impact
- Taking questions

Prerequisites

There are no prerequisites for this course.

Who should attend this course?

Anyone who is called in to give oral briefings or wants to improve their oral communication skills.