

# Effective Oral Briefings

## Course outline

Provided by: Performance Management Consultants – PMC Training



<b>Reference no.</b>	152-16
<b>Duration</b>	1.00 day(s)   6:00 hours <sup>1</sup>
<b>Website link</b>	<a href="https://pmctraining.com/training/effective-oral-briefings/">https://pmctraining.com/training/effective-oral-briefings/</a>

### ***Techniques and Strategies to Clear and Impactful Communication***

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 experiential workshop with techniques, strategies, and tips for delivering a structured and influential oral briefing to senior management.

### **Learning outcomes**

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

- Strengthen your ability to structure and deliver an effective oral briefing
- Enhance your understanding of the information needs of senior management
- Demonstrate effective verbal and non-verbal communications skills
- Develop strategies for managing nervousness and responding to questions

### **Workshop topics**

- The importance of structure for the audience and presenter
- Models/templates for structuring an oral briefing
- The information needs of senior management
- Common problems with oral briefings
- Effective verbal and non-verbal communication skills
- Online considerations (e.g., eye contacts, camera placement, lighting)

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<sup>1</sup> 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.

- Impromptu briefings when you cannot prepare in advance
- Strategies for responding to questions
- Tips for managing nervousness

Participants will also have two opportunities in the workshop to deliver a short oral briefing and receive feedback from the instructor and their peers.

### **Prerequisites**

There are no prerequisites for this course.

### **Who should attend this course?**

Anyone who is called upon to provide short briefings and updates or wants to improve their oral communication skills.