Oral Briefings and Presentations

Course outline

Provided by: Performance Management Consultants – PMC Training

Reference no.	217-26
Duration	1.00 day(s)	6:00 hours [1]
Website link	https://pmctraining.com/training/oral-briefings-and-presentations/

Improve Your Oral Communication Skills

This one-day course is designed for anyone wanting to improve their oral communication skills in a non-threatening environment. Participants will work in plenary session, in small groups, and individually using hands-on techniques and material geared specifically to their work environment. You'll briefly review the theory behind effective communication strategies and quickly move into applying this knowledge in a practical way. You will also learn the most effective ways of using PowerPoint and other visual aids as an outline tool.

Learning outcomes

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

- effectively organize your thoughts and ideas
- effectively present your ideas in a clear, coherent manner
- use PowerPoint and other visual aids to your best advantage
- communicate complicated material so that others can easily understand your point of view

Workshop topics

Effective Communication Strategies

- Know your audience
- The similarities and differences between written and oral communication
- Preparation of options and recommendations

Effective Communication for Oral Briefings

- How to make your point
- Accuracy

---

[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.*

- Clarity
- Brevity
- Personal styles of communication
- The feedback loop

Effective Use of Visual Aids
- When to use visual aids, and how
- Designing visual aids to suit the audience and location
- The good, the bad, and the ugly of PowerPoint
- The most effective way of using PowerPoint and other visual aids

Putting it All Together
- Coordinating the various elements
- Rehearsing
- Revising

Prerequisites

There are no prerequisites for this course.

Who should attend this course?

Anyone who needs to improve their skills in delivering oral reports and presentations.