

Presenting Briefings in Plain Language

Course outline

Provided by: Performance Management Consultants – PMC Training



Reference no. 235-26

Duration 1.00 day(s) | 6:00 hours ¹

Website link <https://pmctraining.com/training/presenting-briefings-in-plain-language/>

Techniques to Deliver Briefings That Inform and Influence

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

Participants will learn how people read and listen today, how to plan and fine-tune effective briefings, and how to deliver them clearly and succinctly. They will also know how to put together and use effective decks that accompany these briefings.

Participants will leave this interactive workshop with techniques, strategies, and tips for framing issues, focusing on what recipients remember, and presenting information in a clear, concise manner. Each participant will receive a detailed workbook that is theirs to keep.

Learning outcomes

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

- Understand how people read and consume information
- Deliver briefings that inform or aid in decision making
- Summarize information clearly and concisely
- Develop a plan with clear communication objectives
- Quickly emphasize the key points in a briefing
- Organize their briefing for maximum impact and influence
- Brief others more confidently

Workshop topics

Before You Write or Speak — Plan

- Concise, precise communication

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.

- Communicating today
- The six Cs of communication
- The process

Draft and Hone Your Message

- Prepare your draft
- Be persuasive
- Use plain language
- Emphasis transitions
- Prepare for the medium (written, oral, both together)

Technical Considerations

- The three Vs of an oral presentation: visual, vocal, verbal
- Incorporating visuals (if using)

Putting it All Together and Presenting

- Practise presenting
- Thinking on the spot
- Avoiding common pitfalls

Prerequisites

There are no prerequisites for this course.

Who should attend this course?

Anyone who needs to present briefings to management and stakeholders and wants to learn how to do so clearly, concisely and with confidence.