

Giving Focused Presentations & Briefings

...techniques for giving focused, succinct and compelling presentations to tough audience

Workshop Overview:

Giving Focused Presentations & Briefings (GFP&B) is a unique hands-on one or two-day workshop designed to help a wide range of staff and managers present their analysis of problems and recommendations to clients and management in a focused, concise and fact-based manner. Designed to support and reinforce SPS concepts, this workshop provides participants with practical and time-tested presentation techniques, books and CD's to help them deliver clear and concise briefings that focus on presenting logical and compelling arguments to management and clients. **GFP&B** will enable the audience to clearly understand the issues/problems at hand, get only the relevant information to support the presenter's argument and collaborate, if needed, to make important decisions for the problem's resolution.

This workshop will help participants to...

Develop

- Organize their content to create high clarity, persuasive briefings.
- Prioritize information so only critical and necessary fact-based data is shared.

Design

- Create PowerPoint slides that enhance and support the central message, making it readily understood by their audience.
- Choose one of 26 formats for structuring the briefing's objective. Some format examples are:
 - identifying the problem clearly
 - convincing the audience of the issue's/problem's urgency
 - recommending clear and workable solutions and strategy.

Deliver

- Exude confidence using their unique personal style.
- Explain with clarity using eye contact, voice modulation, gestures and posture.

Workshop Process:

This workshop uses highly interactive and experiential learning methods. In order to provide maximum impact, the participants are video taped during the session and will leave with a personalized action plan they can work on after the seminar.

Who Should Attend:

GFP&B is designed for project managers, managers, team leaders or anyone who is responsible for presenting information formally to others. This workshop reinforces and adds additional value for those who have previously attended the **Focused Problem Solving Skills** workshop.

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