

Time Allocation - Topics

5% Explore why our careers, our relationships and our personal success are so inextricably linked to our ability to communicate and connect with others.

15% What are the seven major mistakes that presenters make and how can you overcome them?

15% Eight things you have to know if you're to achieve excellence as a communicator.

15% Identify and learn how to use proven strategies to become more memorable, relevant and engaging and how to overcome the hammock effect.

15% How to achieve life by PowerPoint and how to ensure your own personal visual image works for you.

15% How to develop your presentation from scratch and explore alternative ways you can structure your message.

10% How to ensure question time is handled professionally and how to avoid potential pitfalls.

10% Identify seven strategies to influence and persuade customers, colleagues and even your kids.

Focus

Primary - Leadership Development

Adaptability, Communication, Developmental Perspective, Empathy

Secondary - Planning/Organizing

Problem Identification

Tertiary - Executing/Controlling/Evaluating

Direction

Level

Introductory

Intermediate

Advanced

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