

## Effective Oral Briefings

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### Course Summary

#### Description

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 comprehend, and deliver the message effectively.

Participants will learn how people listen to and remember information, how to plan and fine-tune effective briefings, and how written and oral briefings differ. They will leave this interactive workshop with techniques, strategies, and tips for framing issues, focusing on what listeners remember, and presenting in a clear, concise matter.

#### Objectives

After taking this course, students will be able to:

- Quickly find the key points to emphasize in a briefing
- Organize your briefing for maximum impact and influence
- Understand how people hear and what they retain
- Present with confidence

#### Topics

- Communication Today
- Preparing your draft
- The three Vs of an oral presentation
- Rehearse your presentation

#### Audience

Anyone who is called in to give oral briefings or wants to improve their oral communication skills.

#### Prerequisites

There are no prerequisites for this course.

#### Duration

One day

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### Course Outline

- I. Communication Today*
  - A. The five Cs of communication
  - B. Captivating your listener
  - C. Planning your briefing
  - D. Perfecting your take-away message
  - E. Draft and Hone Your Message
- II. Preparing your draft*
  - A. Using plain language
  - B. Using topic sentences to guide the listener
  - C. Writing for the ear, not the eye
  - D. Providing a hook
  - E. Technical Considerations
- III. The three Vs of an oral presentation*
  - A. Making your voice match your words
  - B. The power of three
  - C. Use your voice for emphasis
  - D. Effective arguments
  - E. Presenting Your Briefing
- IV. Rehearse your presentation*
  - A. What to do if you have stage fright
  - B. Use non-verbal communication for maximum impact
  - C. Taking questions