

Meetings are invaluable for disseminating information to key stakeholders, obtaining consensus and agreeing action points. Your own contribution may be informal – as an active participant – or more structured, where you plan to present to your group or committee. In either case, you will be more effective and influential if you have the necessary confidence and skills. In this supportive and practical workshop, opportunities will be available to practise presenting in a small group situation, and trainer feedback will be given on aspects of delivery.

Your Workshop Leader: Richard Ellis

LEARNING OUTCOMES

By the end of the workshop, delegates should:

- feel more comfortable and secure about speaking up at meetings
- know how to overcome anxieties before presenting
- be better able to make short, structured and effective presentations which have an impact on listeners

Maximum number of participants: 8

KEY TOPICS

- Establishing the remit of the meeting and your role/s in it
- Appreciating the format and agenda of the meeting and listeners' expectations
- Wider considerations pertaining to the meeting – formality, Standing Orders, FOI, presence of media etc
- Understanding the need for structure and sharp timing of any presentation
- Assessing the listeners' likely attitudes, rationalisations, prejudices and interests
- Positive non-verbal behaviours at the meeting
- Vocal dynamics to gain and hold listeners' attention
- Appropriate and effective use of visual aids – slides, boards, posters, maps, diagrams.
- Preparing for and answering questions

Outline Programme

9.30 am Welcome and Introductions

Before your meeting

- Understanding the remit, scope of the meeting
- Personal and 'Team' preparation (roles, agenda, etc)
- Preparation of notes, materials, visuals
- Preparation, where possible, of the room

During the meeting

- Coping with anxieties
- Participating: verbal and non-verbal elements: your personal style

Your presentation

- Structuring your argument: making use of examples, cases, personal experience, statistics
- Difficult situations: handling questions and interruptions
- Bringing your presentation to a close

Short meetings scenario: assessing individuals' participation.

Feedback and discussion.

Lunch (12.30 - 1.15)

Short period to work up draft presentations

Individuals make short presentations, as though to a meeting* (5 mins max)

Feedback and discussion on 'results'

Summarising key elements of the day

Individual and 'Team' actions and Evaluation

4.30 pm Close of Workshop

* Participants are invited to draft a short presentation (5 mins max), as for a future meeting, and to bring along with them outline notes. These will be worked up during the course. Visual aids can be very draft: sketches will be very appropriate.



COMMUNICATE

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