



BUSINESS PARTNERING SERIES

Increase Your Influence: Presentation & Conversation Skills that Go Beyond the Data

Page 1 of 2

COURSE LENGTH

Three 2-Hour Virtual Sessions or
One Full Day In Person

DESCRIPTION

Effective workplace communication is critical for your success...and, it can be complicated. Whether you're leading a presentation or guiding a conversation, it's essential to be armed with confidence, clarity, and conviction to drive results. In this highly interactive workshop, you'll uncover how typical corporate communication patterns stand in the way of capturing your listener's attention and gaining their commitment to drive profitable action. Learn to transform your insights into intelligent business decisions by tapping into why your topic matters to your listeners, guiding them with solution-centered dialogue, and exploring compelling next steps. Ordinary opportunities are already scheduled on your calendar that hold the potential for extraordinary impact on your career trajectory. Will you be prepared to maximize them?

LEARNING OBJECTIVES

- Earn trust by building a foundation of rapport
- Practice the art of strategic listening so you can know your audience and speak their value language
- Understand the perspectives of others and learn to navigate potential biases
- Utilize a 5-step method to capture attention and engage in solution-centered dialogue
- Gain the commitment required to inspire buy-in and outcome ownership

AGENDA

Increase the ROI of your communication skills:

- Relate on a deeper level
 - Move from “knowing about” to “knowing” your business partners:
 - Explore commonalities to build trust
 - Uncover motives behind the facts
 - Discover the worth people place on things
- Own your opportunities
 - Embrace your role as a facilitator of meaningful business interactions:
 - Customize your approach
 - Keep things on track
 - Overcome objections



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Page 2 of 2

- Articulate agendas and action steps:
 - Eliminate unknowns with meeting preparation and closure
 - Articulate the meaningful purpose of your meeting
 - Identify who should do what by when
- Impact outcomes
 - Heighten your intention with a 5-step communication method:
 - Capture their attention
 - State the big “why”
 - Summarize the current state
 - Discuss potential solutions
 - Gain commitment