



# COMMUNICATION SKILLS

Below are descriptions of my standard Communication Skills workshops. Any combination of workshops can be created for a curriculum/cohort training program. Customization of any of these workshops is also available upon request.

Session Name	Learning Objectives	Timing	Notes
Effective Listening Skills Bootcamp	<ul style="list-style-type: none"> <li>• Explain why listening matters &amp; critical to effective relationship building.</li> <li>• Define the four levels of listening.</li> <li>• Use more effective listening techniques to deepen relationships with others.</li> </ul>	60 mins.	This workshop can be taught on its own or in combination with other topics. Very good topic to have a team go through when in the "storming" phase.
Capturing & Maintaining the Attention of Executive	<ul style="list-style-type: none"> <li>• Mentally prepare for meetings with executives.</li> <li>• Craft executive-level messages.</li> <li>• Prevent derailments and stay in control of meetings.</li> </ul>	60 mins.	This workshop can be done as a stand-alone topic or in combination with navigating the matrix.
Presenting with a Point of View	<ul style="list-style-type: none"> <li>• Defining your core "why" message.</li> <li>• Use the SCIPAB framework for messaging.</li> <li>• Communicate confidence through word choice.</li> </ul>	60 mins.	This workshop can be done as a stand-alone topic or in combination with other communication workshops
Presenting Virtually	<ul style="list-style-type: none"> <li>• Analyze and meet the needs of audience.</li> <li>• Create clear, concise web appropriate visuals.</li> </ul>	2 hours	This class is taught virtually exclusively to demonstrate the key techniques in the workshop.

	<ul style="list-style-type: none"> <li>• Maintain composure and demonstrate energy on camera.</li> <li>• Utilize the virtual delivery platform to drive audience participation and engagement.</li> </ul>		
Avoiding Death by PowerPoint	<ul style="list-style-type: none"> <li>• Create visuals that stimulate informational retention.</li> <li>• Use words that resonate with your audience.</li> <li>• Utilize slide platform features to create the best enhancement to your story and presentation.</li> <li>• Remove visual noise and clutter that derail presentations</li> <li>• Design metric-focused slides that convey clarity and drive action.</li> </ul>	2 hours	Participants are asked to come to this workshop with a presentation they are working for the workshop exercises.
Reading Non-verbals like a Jedi Master	<ul style="list-style-type: none"> <li>• Explain how humans are hardwire for non-verbal communication.</li> <li>• Identify typical messages conveyed by certain non-verbals.</li> <li>• Use appropriate non-verbals to enhance your overall message.</li> </ul>	60 mins	This workshop can be done as a stand-alone topic or in combination with other communication workshops
Presenting with Confidence	<ul style="list-style-type: none"> <li>• Create logically strong and contextually relevant presentations.</li> <li>• Maintain composure in tense situations.</li> <li>• Use memorable visuals.</li> <li>• Field questions from the audience that</li> </ul>	2 days (can be broken up into other time blocks)	Classic presentation workshop with multiple, recorded practices. Best done with a group 12-15. Focus on both content and delivery.

	<p>reinforces your credibility.</p> <ul style="list-style-type: none"> <li>• Deliver presentations that stand out and inspire action from the audience.</li> </ul>		
Facilitation Fundamentals	<ul style="list-style-type: none"> <li>• Explain the difference between presenting and facilitating.</li> <li>• Describe core adult learning theories &amp; how to apply these theories when facilitating.</li> <li>• Adjust facilitating style to best meet needs of learners.</li> <li>• Design hands-on learning activities.</li> <li>• Address learner resistance in a constructive manner.</li> </ul>	1 day	<p>This workshop is a follow-up to the <i>Presenting with Confidence</i> and good to do as a primer to a Train the Trainer program.</p> <p>Some of this material can be pulled out to enhance the "Meeting Management" Workshop.</p>
Pay Attention to Me	<ul style="list-style-type: none"> <li>• Choose the right communication mode for the message and audience.</li> <li>• Use email and messaging best practices to connect and communicate with others in writing.</li> <li>• Maintain a high level of professional credibility through your communications.</li> </ul>	60 mins	This workshop can be done as a stand-alone topic or in combination with other communication workshops
Communicating Business Insights	<ul style="list-style-type: none"> <li>• Create compelling storylines for given audiences.</li> <li>• Develop business math questions to help focus data analysis.</li> </ul>	3 hours	Participants should bring a business presentation to the class for class exercises.

	<ul style="list-style-type: none"><li>• Derive the right business insights to enhance presentations.</li></ul>		
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