

Get Your Message Across:

A Course on Effective Communication & Presentation Skills September 23, 2016

Course Schedule

| <i>Time</i> | <i>Session</i> |
|-------------|--|
| 0800–0830 | Registration |
| 0830–1030 | Designing Effective Presentation Basics <ul style="list-style-type: none">◆ Questions to Answer Prior to Presenting to a Group◆ Techniques to Open a Workshop or Presentation◆ Strategies to Engage an Audience◆ Outcome Criteria for Any Presentation |
| 1030–1045 | <i>Break</i> |
| 1045–1230 | Delivering Effective Presentation Basics <ul style="list-style-type: none">◆ Visual Tools for Maximum Impact◆ Body Language for Inclusion And Collaboration◆ Positively Persuading Any Audience◆ Use of Supplemental Tools |
| 1230–1300 | <i>Lunch</i> |
| 1300–1430 | Addressing Specific Audiences and Contexts <ul style="list-style-type: none">◆ Adjusting Presentation to Different Contexts (Unpopular Message, Mandatory Change, Positive Change)◆ Targeting Message to Specific Audiences (Staff Meeting, Directors Meeting, Conference)◆ Effective Presentation Styles◆ Evaluating Presentation Effectiveness |
| 1430–1445 | <i>Break</i> |
| 1445–1615 | Applying the Knowledge and Skills <ul style="list-style-type: none">◆ Peer Coaching Exercise |
| 1615–1630 | Wrap up and Evaluation |

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To register online and for more information please visit:

<http://bit.ly/GetYourMessageAcross2016>