



# Speak to Be Heard

## Course Description

Learn to effectively communicate information and ideas in a professional setting, with or without preparation. Not every opportunity to speak is a presentation. What about meetings, water cooler conversations, interviews? There are a host of situations where your ability to verbally present information or ideas in a clear, compelling and concise manner will be called upon. This class is designed to help you handle those situations professionally and skillfully.

## Outcomes:

- Learn a 3-step process for planning your communications
- Learn to craft messages that are clear and simple
- Improve confidence while communicating
- Learn to eliminate the noise that can derail communication

## Course Outline

- Plan your communications in advance using Aim-Compose-Deliver
- Practice composing messages that are easily and fully grasped
- PREP framework for composing clear, concise messages on the fly
- Which channel when guidelines
- Deliver your message with confidence

