

Clear, Concise & Confident Communication

Program Overview:

The ability to effectively organize our ideas and communicate them clearly, concisely is now a core skill. Whether we need to illustrate our point one-on-one, in a small group, over the telephone, via email or present a concept to a larger group, we all realize that how we communicate our message can dramatically affect the outcome. Learn to quickly structure your ideas and communicate them in a logical manner, allowing you to answer questions quickly and confidently, while also maintaining poise under pressure. *(half-day program)*

Learning Outcomes:

- Structure ideas into a simple, yet effective format, following the “Rule of Threes.”
- Learn techniques to articulate your message clearly and concisely while also adding depth and greater understanding for the listener(s).
- Create logical points to communicate your message using five “W” Strategies (who, what, where, when & why) involving individuals/teams, things/facts, places/locations, sequential/chronological time, and advantages/benefits of your ideas, products and services.
- Communicate effectively one-on-one, via e-mail or phone, in meetings, and with informal/formal presentations.
- Demonstrate enhanced self-confidence and greater poise when communicating, presenting or speaking.

Biography:

Tracy Butz, Owner of Think Impact Solutions, is an inspirational speaker, captivating author and successful consultant. In addition to being a recognized speaker of the National Speakers Association, she has over 20 years of experience actively engaging both large- and small-size audiences from a wide range of industries including the US Army, Motorola, and Subway, just to name a few. She has also spent part of her career working as Director of Learning & Development, responsible for leading organizational development and talent management initiatives. Tracy truly delivers the tools for today’s world, propelling her audiences to live more productive, passionate and purposeful lives.