



Speaking at meetings – to maximum effect!

Scenario

You are in a meeting with other councillors, possibly officers and some members of the public. You have facts and figures to impart; ideas to explore; decisions to make – and you would like your personal opinions to be heard. It's difficult because some people are having separate conversations; two or three people are talking over you and no one seems to be in control of the meeting.

Does this ring a bell?

Solution

During this short course we will introduce you to powerful new communications strategies such as Transactional Analysis and Preferred Communication Channels which will help you understand more about how people communicate with each other and why a lot of communication goes wrong!

We will show you techniques that will help you to be clear about the points and messages you want to impart and how to do this with maximum effect.

We all know people who want to hog the meeting (and the limelight!) and who - no matter what the agenda is - steer things round to their own personal hobby horse. You will learn how to handle these people in a polite and professional way and regain control of your own 'airtime'.

The course is full of high impact tips, hints and strategies.

Objectives

- To be able to clarify and simplify your key points and messages
- Ability to present lucidly and with authority and confidence
- Speak in terms and language that others at the meeting will understand
- Control interruptions, handle difficult people and field questions

www.gatewaytraining.net