

Convincing presentations and meetings

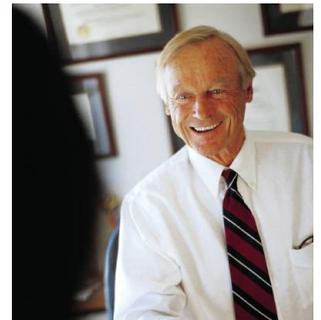
Seminar objectives

The participants

- Learn how to transfer a vision into a plan
 - Inspiring power and character of a vision
 - Emotional aspects of goals
 - How to keep motivation alive while setting objectives in a project plan
- Make a well-designed project plan for upcoming objectives for their situation and function
- Will present their project plans to the group
- Use the plan to communicate their objectives to their team
- Learn the fundamental rules of professional rhetoric skills
- Learn the basic knowledge of good presentations
 - Rules of power point presentations
 - How to use medias in a convincing way
 - Rules of professional visualization
- Make a presentation in front of the group and will get feedback if their/what message came across
- Will prepare a convincing strategy for meetings and use the presentation

Contents

- Project plan – method
- How to convince
- Professional rhetoric skills
- Professional presentations
- Professional meetings
- Motivation



Methods

- Lectures
- Group work
- Exercise – Case studies
- Role plays
- Feedback

Organisation

- Target Groups
 - Managers
 - Persons in Leadership function
- Period
 - 2 days