

## PRESENTATION SKILLS

### Class Format:

On-site & Virtual

# CALL TODAY!

### Julie Burns

(646) 416-6441

julie@elevate4success.com



# BRIEFING STRATEGIES

## LEARNING OBJECTIVES

- Learn how to prioritize wisely
- Learn how to ask the right questions
- Learn how to manage your agenda to ensure you get your outcomes
- Learn how to handle interruptions and manage feedback
- Understand what drives your colleagues' behavior
- Learn to get your writing across to your audience
- Learn effective presentation skills

Information overload is common these days. From cell phones to email, face-to-face communication is becoming obsolete. With new types of communication, however, there is a certain amount of information that is lost and misunderstandings can easily occur. That's why in-person briefings are becoming more important to convey information accurately to your coworkers.

Elevate's Briefing Strategies training will teach you and your team how to develop effective ways to brief your team without losing valuable time, how to stay on track with projects, how to stick to priorities, and how to manage staff feedback and questions.

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