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Competencies that are addressed:

PRIMARY COMPETENCY CATEGORIES:

• Communication—

Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.

• External Awareness—

Organizes work tasks, people, and resources to deliver most effectively on organization goals.

RELATED COMPETENCY CATEGORIES:

Adaptability—

Open-minded to new ideas. Demonstrates flexibility when faced with changes in work expectations and environment. Responds to situations while maintaining a positive attitude.

• Influence-

Consistently directs situations and inspires people for an all-win environment.

• Professionalism—

Projects an image of maturity and integrity that creates credibility.

Presenting to a Team

SUMMARY

To be an effective presenter, you need to understand the hot buttons of the varied listeners you encounter. Understanding executive, financial, technical, user, and champion perspectives will help you tune in to different functional influences. You also need to understand and account for the range of support levels, from hostile to enthusiastic. High impact presenters are able to inspire people to embrace change by presenting a variety of possible solutions, with advantages and disadvantages for each option. This module pulls all these perspectives into focus to help you deliver a compelling and influential message that hits everyone in the audience.

CONTEXT

Whether you are presenting to peers, subordinates, higher management, or external listeners, talking in front of a team can be challenging. It is also a golden opportunity to promote your ideas, your competencies, your organization, and yourselves. Presenting to a group with confidence and purpose creates credibility and displays initiative. When you can project ideas and information that appeals to a wide spectrum of personalities, you stand a better chance of winning friends, influencing people, and creating buy-in.

At the completion of this module, participants will be able to:

- Display poise and professionalism in front of a group
- Inspire people to embrace change
- Appeal to various listener interests: functional, knowledge and attitudes

"The mind is a wonderful thing. It starts to work the minute you are born, and never stops until you get up to speak in public." —John Mason Brown