

Director Development Programme

Communications

Overview

Director performance is often closely linked to their personal level of communication skills. One's ability to communicate can be enhanced through improved understanding how people interact and by using a range of tried and trusted techniques to get your message across. This course provide with the opportunity to improve your skills in this area become a more effective director.

Objectives

This workshop will equip participants with the understanding to:

- deliver Board and Producer meeting presentations
- structure arguments and proposals in a persuasive and convincing manner, applying key influencing skills
- manage the dynamics of small and medium sized meetings, applying facilitation skills as appropriate
- exercise competent chairing skills, to achieve optimum outcomes from meetings

Indicative Programme

Welcome & introductions	Introductions, objectives and programme
What makes for an effective presentation?	Some pointers on making presentations
Presentation content and delivery	Getting the content right, properly structured and appropriate for the audience. Delivering the presentation: verbal and non-verbal techniques, using visual aids including Powerpoint
Delegate presentations, analysis and feedback	Delegates will have been briefed in advance to come prepared to make a 7 minute presentation, which they will now deliver
Handling questions	A list of tips and suggestions on how best to deal with post-presentation questions
Preparing your case	Building arguments and proposals in a persuasive and convincing manner, applying key influencing skills
Presenting your case	A number of alternative structures for the presentation of proposals are explored
Understanding your 'audience' and tailoring your communication style	An interactive exercise exploring how best to tailor your communication style to achieve the outcome you want
The dynamics of small group meetings	Planning, structuring and chairing group meetings
Dealing with 'difficult' people and situations. In meetings	Handling argumentative, disruptive or long-winded people in meetings. Managing conflict.
Action Planning	Individually identifying and documenting the relevant improvement actions