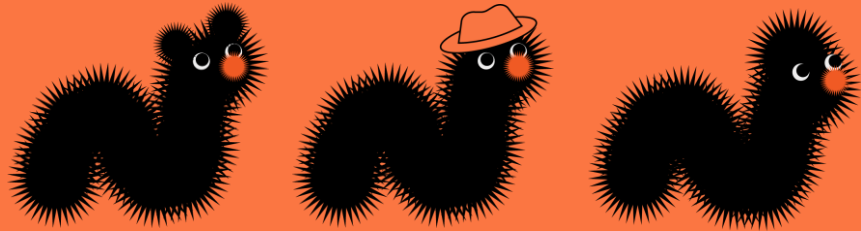


EFFECTIVE COMMUNICATION & NEGOTIATION



Today's tools for effective communication

1. Working with anxiety
2. Perspectives to leadership communication
3. Making an impact in recruitment situations



Putting feet on the street – practicing the “ad hoc”

Typical business contexts of brief public speaking (ca 45 – 90 sec)

1. Welcome speeches

2. Thank you speeches

3. Introduction speeches

4. Congratulation speeches





Quick tips for an ad hoc speech

- 1) Take your comfortable space
- 2) Make eye contact with the audience
- 3) Start with a smile



From fear
to
finesse

Working with anxiety

- Preparation! Preparation! Preparation!
- Focus of the message
- Use visual aids
- Engage the audience
- Capture opportunities to practice

- Deep breathing
- Warming up the body
- Reframe nervousness
- Mental imagery – visualize success



EXERCISE

Introducing topics of interest to small groups

1) **Each presenter** has

- 3-5minutes to introduce the topic
- max 5 minutes to lead a Q&A discussion
- Responsibility of own time-keeping

2) **Each member of audience** has

- Opportunity to practice active listening
- Opportunity to make questions, build conversation
- Opportunity to learn about the topic and presentation style

3) Reflections to be discussed in the main room





Insight from the discussions?

1. Topics
2. Opening
3. Engagement
4. Call to action
5. Differentiation – what was memorable?

Home assignment 2



Prepare for the CV Expo

1. Upload you current CV to MyCo

- Ude .PDF format
- No need to update
- I'll print these for the next Tuesday class
- We'll have a CV Expo to discuss various practices as a lead to further recruitment discussions
- You'll get personal feedback on the CV from Sonja, but if you are not attending the Expo session, you'll CV will naturally not be discussed there

2. Read the HBR article on Story-telling for our next workshop

3. Deadline on Mon May 6th in MyCo