

Get the Result You Want: How to Deliver Effective Briefings

(4 hours)

Course Overview

Being able to give an effective briefing is important to an individual's career and personal development. Auditors and analysts consistently develop and deliver a wide variety of briefings in their daily work. Too often, however, their briefings fall flat and don't achieve the desired results. This practical course is designed to give participants the principles, skills, and practice necessary to be well-organized, engaging, and clear so they get the result they want in all types of briefings. Through lecture, exercises and discussion, the participants will cover issues such as planning the briefing, developing the right amount of material for the briefing, and implementing strategies for effective delivery.

CPEs: 4

Who Should Attend

Individuals of all experience levels who want to improve their ability to give effective briefings.

Objectives

Participants will be better able to

- plan for a briefing by focusing on its purpose, goal, objectives, and audience
- organize briefing information with focus and clarity
- develop an effective strategy for delivering briefings
- prepare a "What's My Bottom Line" presentation

Course Topics

Planning Your Briefing

- Purpose
- Goal
- Objectives
- Audience

Organizing Your Briefing

- Briefing framework
- Opening the briefing
- Selecting and organizing information for the middle of the briefing
- Guiding listeners through the middle of the briefing
- Ending the briefing

Delivering Your Briefing

- Qualities of effective delivery (energy, eye contact, and expression)
- Effective virtual delivery
- Materials to support delivery
- How to handle questions
- How to minimize nervousness

Practice Delivering a Bottom-Line Briefing

- Participants practice giving a 3-minute briefing and receive constructive feedback