

## PowerTalk

*Think and communicate with clarity, brevity and impact.*

Communication is one of the most important and impressive skills in business life. The difference between success and failure can often come down to the quality of communication.

This training is designed for those who need to argue their case and stand their ground with critical audiences. Often, this happens with little or **no time for preparation**. You will learn to be powerful and persuasive with words, body language, voice and expressions, putting yourself and your message across in all circumstances.

### Who should attend

Individuals whose success depends upon good communication skills during, meetings, presentations and one-on-ones. It is the perfect training for experienced communicators, managers, team leaders and consultants.

### Benefits of attending

This training is filled with practice, coaching and feedback. After completion you will be better able to get your point across clearly and persuasively. Speak with greater impact. Be more confident in presentations, interviews and meetings. Handle objections positively. Answer questions confidently and effectively. Deal with hostile situations and emotional issues. The training will give you a set of practical, powerful techniques to assemble your thoughts and communicate them effectively.

### Trainer

Mr Anthony Achmat



### Workshop content



- Learn to structure ideas
- How to achieve clarity
- Avoid information overload
- Getting to the point
- Words which influence
- How to be persuasive
- Congruent body language
- Vocal and verbal impact
- Keeping cool under pressure
- Deal effectively with resistance
- Protect your arguments from sabotage
- Presenting without slides
- Use right and left brain approaches

### Format and investment

**Date:** 19.03.2010

**Time:** 9.00 – 16.00

**Venue:** B.I.B.S., a.s., Lidická 81, Brno, 602 00

**Investment:** Kč 6750 + vat, 3990 + vat for B.I.B.S., a.s., Book s.r.o. students and members of RHK Brno.

**Includes:** training, coffee, drinks and participation certificate