



## ***EXPRESSING YOURSELF: PRESENTING YOUR THOUGHTS AND IDEAS***

### **COURSE OVERVIEW**

The sharing of knowledge, thoughts, and ideas is essential to an organization's ability to achieve continuous learning. Employees must be motivated to say what they think and skilled in expressing themselves effectively.

This unit raises participants' confidence and skill in presenting their thoughts and ideas. They learn techniques for planning, organizing, and delivering results-oriented messages—techniques they can use in situations ranging from informal discussions to formal presentations.

### **LEARNING OBJECTIVES**

- Describe the three critical elements of speaking.
- Explain the importance of considering the listeners' needs when planning to speak.
- Understand the need for formulating a clear, concise statement of objective.
- Demonstrate a variety of delivery techniques.
- Use the Key Actions to structure and deliver a formal or informal presentation.

### **KEY ACTIONS**

- Formulate your objective.
- Capture interest.
- State your central point.
- Offer supporting points.