

Communicating with Poise, Passion and Presence Course Description



Audience

Anyone who would like to become a more effective communicator

Format

Virtual (Two 3-hour workshops)
Face to Face (1 or 1-1/2 days)

Participants

8 - 20

TOPPRA™ Framework



“Great workshop! The activities and practice really brought the concepts shared to life. The instructor was great, and he really made learning fun. His passion and energy for the subject matter was contagious! I highly recommend this workshop.”

“There was a perfect mix of instruction, activities and practice. The content is simple, practical and powerful and can be used by any individual in any role. I’m looking forward to the additional trainings being offered!”

“I love the TOPPRA framework! It is simple yet very powerful. It helped me articulate my thoughts in a clear and concise way. My conversations will be much more fruitful in the future!”

The ability to communicate is an indispensable life skill that encompasses more than the spoken word. Effective communication is essential for building strong relationships, resolving conflicts and influencing others. It is not simply a matter of having an innate talent that some people have, and others do not. Rather, communication is something that everyone can learn and improve upon throughout their lifetime.

How a communication framework can help

A communication framework acts as a blueprint to help strengthen the content and delivery of a message. It serves three purposes:

- First, it allows you to structure your thoughts in a way to communicate with clarity and poise.
- Second, it helps you to capture the attention of your audience in the first 60 seconds of the conversation.
- Third, it ensures that you cover all items that are vital to the conversation.

Do you ever struggle trying to figure out what you want to say during a high-stakes conversation?

Using the TOPPRA™ framework offers a way to help you stay focused and cover the most important items. Even if you feel a little frazzled during the conversation, you can still easily focus on the key things you want to say.

Topic Areas

- Understanding Audiences
- Crafting Your Message
- Exploring Slide Design
- Exploring Personal Presence Techniques

Learning Objectives

- Identify the needs of an audience to assure that your message resonates
- Learn the TOPPRA™ framework that is proven to help you structure thoughts and communicate effectively at all levels
- Practice delivering a message using the TOPPRA™ framework
- Improve your ability to communicate clearly with poise, passion and presence by applying proven communication techniques

For more information, contact

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Communicating with Poise, Passion and Presence Outline



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- A. Opening
 - a. Introductions
 - b. Objectives
 - c. Roles
 - d. Agenda
- B. Knowing Your Audience
 - a. The typical audience group activity
 - a. Debrief
 - b. Summary
 - b. Audience Discovery
 - i. Discussion
 - ii. Summary
- C. Communication Framework
 - a. Framework
 - b. Client specific examples
 - c. Individual activity
 - d. Small group practice
 - e. Large group practice
- D. Slide Design Elements
 - a. Before and after slides
 - b. Bringing your vision to life
- E. Personal Presence
 - A. Components
 - i. Gravitas
 - i. Mindset
 - ii. EQ
 - iii. Confidence
- F. Small group practice
- G. Personal Presence Continued
 - A. Components
 - i. Communication
 - i. Strategies
 - ii. Voice
 - iii. Body language
 - iv. Handling nerves
- H. Create Action Plan
- I. Wrap up

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