

Are You Talking to Me?

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Effective communication skills – verbal and non-verbal

Developed and delivered by **Janette Young media and communications**

"If we are to succeed we must communicate." – Bob Johnson

Duration:

Four-hour workshop.

Format / program structure:

Highly interactive, with templates provided to participants on which to work and take away.

Program Overview:

Do you need to engage your peers, direct reports, managers or other key stakeholders?

Are you failing to get your point across and, through that, finding your job twice as hard as it should be?

This workshop will provide you with tips, tricks and tools that will enable you to inform, engage and empower those around you and through this build support around your agenda.

Through it, you gain awareness of your own communication style and how to take this to the next level so that you can connect with your audience.

It also will look at the fundamentals involved in preparing for persuasive communication that will help achieve your desired outcomes.

About the presenter:

Janette Young has more than 30 years' experience in communications, and a network spanning Australia and the UK. A consummate stakeholder manager, Janette works with clients from all sectors to deliver communications and engagement strategies that are designed to put their organisation first.

An integral part of her work around this area is the upskilling of her clients' Executive, Senior and Middle Management around communications and, importantly, engagement.

Janette has been at the forefront of Strategic Communications in the Corporate, Government and Not-for-profit Sectors since 2002, and was a Business Editor with both News Limited and APN News & Media. She is a qualified trainer and member of the National Speakers Association of Australia.

Topics covered	
Plan for success – identify your channels and messages.	The art of effective delivery - tips, tools and props.
Analyse your audience.	When actions speak louder than words.
What's In It For Me? How to push people's buttons.	Close the deal.
Structure your message for impact.	Measure your success.

Who should attend:

Frontline or senior managers in a Corporate or Government organisation who want to perform better as a manager, stakeholder manager or presenter. Anyone who wants to communicate more effectively to achieve his or her objectives.