

# FastTrackSpeaking

A course that combines the skills of presenting with the strategies of speaking at every level.



Maybe you have presenters who need everyone's ear. They speak to junior staffers, peers, even the executive staff. That calls for a course that can train your team to address a broad range of needs, and to meet diverse expectations. FastTrackSpeaking® offers the best of two worlds by combining one day of PowerSpeaking® or HighTechSpeaking®, for skills development, with one day of Speaking Up®. It's ideal for high potential individual contributors and mid- and senior-level managers who speak throughout the organization—up, down, and laterally.

## Who on your staff should attend our FastTrackSpeaking course?

FastTrackSpeaking teaches individuals to listen carefully, convey information clearly, summarize succinctly, and to think on their feet when dealing with unanticipated challenges. If the statements below describe your staff, FastTrackSpeaking is the course they want.

- They address a broad range of audiences across your organization.
- They want to improve at presenting to staffers and team members.
- They need better strategies for speaking to decision makers.
- They want to become more dynamic, more versatile presenters.

## What presentation skills will they learn at this hybrid workshop?

- Developing clear, focused bottom lines as the foundation for presentations.
- How to modify technical and nontechnical content for different audiences.
- How to create a proven presentation framework and use visual aids effectively.
- How to project a calm, confident executive presence.
- How to refine their improvisational and active listening skills.
- How to evaluate their own strengths and areas for improvement.

This two-day workshop features up to seven videotaping sessions and five coaching sessions, numerous practice opportunities, and customized feedback. Master trainers model the desired behavior and provide a highly interactive demonstration of the skills. Participants leave with the confidence and skills they need to speak to every type of audience, from employees to boardroom executives.



"I think of those two, crusty scientists who were the most skeptical going in—with the attitude, 'Aw, this isn't going to work'—and coming out saying 'This is the best thing I've done in the 17 years that I've been here.'...Very impactful."

MARGARET GREENLEAF  
HEAD OF EMPLOYEE RELATIONS,  
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