

SPEAK WITH IMPACT

PURPOSE

To add to your communications enhanced interaction, persuasiveness, conciseness, and presence

CONTENT

Format:

- **8 hours of coaching administered every two weeks in one to two-hour meetings, with brief, weekly phone and email contact to reinforce new strategies and 4 follow-on conference calls for skill maintenance and coaching for specific situations (total of 2 more hours)**
- **2 Instructors: Rae Cook and Andrea Limbach**
- **Audio-and videotaping as needed**
- **Creation of a summary table with metrics to clarify goals, strategies, and metrics for success**

Sessions 1-2: Wording and Conciseness

- **Increase awareness of phrasing and precision**
- **Convey both information and relationship**
- **Add impact and persuasiveness to factual messages**
- **Use wording, analogies, and stories to create appeal and create recall**

Sessions 3: Voice: Projecting Authority and Warmth

- **32 Point Evaluation of a two to three minute update, presentation, or small talk conversation.**
- **Improving vocal components: correct breathing, vocal quality, “change-up’s” in voice, voice projection, vocal placement, tempo, and consistency.**

Session 4-5: Engagement, Facilitation, and Listening

- **Analyzing others’ needs, feelings, and constraints before, during, and after discussions**
- **Adjusting speaking and nonverbal communication to match listeners**
- **Inserting facilitation and engagement in presentations and discussions**
- **Being persuasive with a wide range of individuals and in increasingly challenging situations**
- **Handling questions and conflict with authority, poise, and warmth**
- **Getting others to commit to action and results on their own accord**



RC Global Group™

Training, coaching, and consulting services

Sessions 6: Nonverbal Communication Feedback and Review

- **Reading others' nonverbal signals in group situations: voice, eye contact, facial expressions, and body language**
- **Signaling openness and engagement consistently via eye contact, facial expression, and posture**
- **Being responsive and harmonious in body language with others**
- **Being aware of unconscious signals that distract or limit others' participation and interest**
- **Mastering and amplifying current strengths in executive presence**
- **Adjusting nonverbal communication to differences in listeners**

Session 7-8: Integrating strategies and thought processes from the previous sessions under conditions of increasing difficulty, with detailed feedback and planning for reinforcement of new skills.