RADA
IN BUSINESS

ROYAL
ACADEMY OF
DRAMATIC ART

PERSONAL IMPACT IN MEETINGS

Course Outline

This two-day course uses scenario-based practical work to develop your impact and influence in meetings. In daily business life meetings have a central role and the success of those meetings can depend upon effective communication skills, whether the meeting be at board level, a presentation or pitch to clients or an appraisal or informal meeting. However, it can be difficult to find your voice in meetings or come across as you intend to. The aim of this course is to learn how to make an impact, develop your listening and influencing skills and get the most out of meetings.

Course Programme

Introduction

- Discuss characteristics of effective meetings
- Identify problems that participants face in meetings
- Brainstorm models of positive communication

Effective communication skills

- First Impressions
- Status – understanding how our physicality affects others
- Voice and body language - body, breath & voice exercises

Impact and Influence

- Being persuasive – explore how to influence others
- Develop listening skills
- Handling questions and questioning techniques

Scenario-based practical work

- Delivery to the group – influencing your audience
- Facing questions – listening and responding to your audience
- Meetings role-play – eg board meetings, client or informal meetings

Through a combination of discussion, theatre-based exercises and extensive practical scenario-based work, this course will increase the confidence of the participants so that they become more able to achieve their personal and business objectives in meetings.

Delegate comments

"A positive experience - I learnt much more about how people perceive me and how I can make a better impression at meetings." Home Office Policy Office

"The trainer was highly motivating and facilitated a great day with excellent and constructive feedback." Oxfam Project Manager

Public Course Fee:

£1,250 + VAT per delegate

Public Course Dates:

14-15 March 2012
4-5 July 2012
17-18 October 2012

In-house Course:

(up to 8 delegates)
£5,000 + VAT
plus tutor/venue expenses where applicable

All delegates receive a copy of the RADA Communication Skills manual and tutor handouts.

Contact:

Katie Calvert
+44 (0)20 7908 4821
katie@radaenterprises.org
RADA Enterprises Ltd,
18 - 22 Chenies Street
London WC1E 7PA
www.radaenterprises.org

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