



# Business Improvement

## PRESENTING IMPROVEMENT IDEAS

### YOUR NEEDS

This training programme equips your teams with the tools and skills needed to present their suggestions for improvement, change or information sharing in a structured, concise and compelling way.

### OBJECTIVES

Understand the following topics:

- › Content organisation & structure
- › Audience analysis
- › Use of visual aids and support data
- › Physical skills of presenting
- › Overcoming audience objections
- › Handling questions effectively
- › Gaining agreement.

### WHO IS IT AIMED AT

- › Any team member required to present improvement initiatives or other information and solutions to project sponsors / stakeholders.

### PREREQUISITES

- › No pre-existing knowledge or skills required, but an ongoing improvement project would be useful.

### BENEFITS TO YOUR ORGANISATION

- › Solid, proven, practical training, coupled with the exploration of skills, tools and techniques related to highly effective presentations
- › • Staff with an ability to not only deploy Lean Six Sigma methodologies, but also do full justice to their improvement suggestions
- › • Fast positive impact on your business to gain full benefit from your Lean Six Sigma Initiatives.

### 2 DAY PROGRAMME

This course introduces proven methods and techniques to ensure that the improvement methodologies you have applied (such as Lean Six Sigma), and your resulting improvement suggestions, are presented in the most effective manner.

Using a combination of organisational techniques and audience analysis tools, we help you to ensure initially that your messages are appropriately structured and positioned. Then we focus on the physical skills of presenting, using media and supporting materials to best illustrate the benefits of the improvements you are suggesting. Finally we focus on perhaps the most key area of improvement idea presentation – question and answer skills.

Whether your audience are very receptive to your ideas, or overtly opposed to change, you will learn how to make the Q&A session something not to be feared!

This highly interactive course will provide you with multiple opportunities for the practical application of the techniques learned. You will be able to utilise your own, specific content as well as generic exercises to put theory into practice.



Contact us to discuss costs

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