



Exceptional Impromptu Speaking

This course is invaluable to anyone who may find themselves called upon to speak on the spur of the moment. In unexpected and daunting yet critical situations like these, communication must be confident, concise, knowledgeable, and dynamic.

It's not your project. It's not your presentation. You think you're in the meeting just to listen. But then comes the dreaded question directed right at you: "What do you think?" Do you know how to seize the moment even when you are caught off-guard? Are you able to quickly formulate and then deliver an articulate, succinct, memorable response?

Utilizing engaging interactive exercises, participants will acquire the skills to communicate "on the spot" with clarity, confidence, poise, and credibility. In addition, each participant will be provided with IG's "Presentation Assistant" application, which will help them to prepare content for various business-related topics, should they be called upon to speak extemporaneously. Our "Presentation Assistant" application works on both IOS and Android devices.

Overview

I'm Not Prepared!

It's common for people to repeat themselves, go off on tangents, or just go blank when they're asked to speak with no preparation. Using IG's Impromptu Format, each participant will learn how to quickly formulate and deliver a clear, concise, engaging talk, even when not prepared to do so.

Caught Off-Guard

In this exercise, each participant will learn how to respond effectively when they're caught off-guard by audience interruptions.

Effectively Handling Irrelevant Questions

In this exercise, each participant will learn how to respond effectively when asked irrelevant and/or non-productive questions.

Defending Your Data

In this exercise, each participant will learn how to handle questions or statements that challenge the accuracy of their content—calmly, clearly, and effectively.

Upholding Your Credibility

In this exercise, each participant will learn how to respond calmly and clearly to questions or statements that challenge their professionalism and/or credibility without appearing defensive.