

Course Title: E19 - How to Make an Effective and Concise Request

Course Length: 0.5 day

Maximum Number of Participants: 20 (ideal 12-16)

Course Objectives:

During this workshop, participants will:

- Learn how to be concise;
- Learn how to orally summarize a written text;
- Learn how to present a request clearly and with conciseness.

Course Content:

This half-day workshop presents the tools needed to communicate orally a request – in 3 minutes – while making sure to be thorough and structured in the process.

1. Reduce the number of words empty of meaning;
2. Identify goal and main ideas;
3. Structure the request in 3 minutes.

Target Audience:

Employees, supervisors, managers having to make a request.

Methodology:

An “experiential” approach is essential in order to acquire the concepts and strategies during the workshop. Lectures & sub-group exercises are part of this training.

Expected Results:

Participants will be able to present a request in a concise and structured manner to their supervisor/manager.

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