

Briefing and Presentation Skills

Course Number: 4318

Length: 3 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Deliver effective briefings and presentations to help transform your organization. Become more productive in the way you create and organize content, use briefing and presentation techniques, and develop your presence—all to ensure that you're communicating your ideas clearly and confidently to any audience.

Intended Audience

This course is designed for individuals who want to bolster their confidence and build the necessary skills to improve the quality and impact of their briefings or presentations. This course is appropriate for those new to leading meetings, briefings, presentations, or public speaking engagements. The course is also appropriate for those in need of a refresher.

Course Learning Objectives

- Evaluate the effectiveness of briefings and presentations
- Plan briefings and presentations using the PATS model and other tools
- Develop a strong presence that enhances briefing and presentation performance
- Create engaging briefings and presentations using visual and storytelling elements
- Create and deliver briefings and presentations using proven practices

Course Additional Features

- Producer Support
- Technical Support Team
- Extended Learning Bursts
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides
- AI Prompts

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
MORNING	Module 1: Evaluating Briefings and Presentations

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LUNCH	
AFTERNOON	Module 2: Planning for Briefings and Presentations

DAY TWO	
MORNING	Module 3: Enhancing Briefing and Presentation Performance
LUNCH	
AFTERNOON	Module 4: Creating Engaging Briefings and Presentations

DAY THREE	
MORNING	Module 5: Capstone: Delivering Effective Briefings and Presentations
LUNCH	
AFTERNOON	Module 5: Capstone: Delivering Effective Briefings and Presentations, continued

Learning Methods

Individual, small-group, and large-group exercises; lecture; discussion; action planning; capstone project.

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Communications and Marketing
- Level: Intermediate
- CPEs: 24

Professional Development Units (PDUs)

- Credits: 21

Continuous Learning Points (CLPs)

- Credits: 24

Briefing and Presentation Skills

Management Concepts Certificate Program Relationship

This is a core course in the following program(s):

- [Professional Skills Certificate Program](#)

This is an elective course in the following program(s):

- [Business Analysis and Requirements Management Master Track](#)
- [Human Resources Certificate Program](#)
- [Project Management Master Track](#)
- [FFMCP Financial Management Master Track](#)
- [Agile in Government Master Track](#)
- [FFMCP Auditing Master Track](#)
- [FFMCP Accounting Master Track](#)
- [FFMCP Budgeting Master Track](#)
- [Program Management Certificate Program](#)

Prerequisites

There are no prerequisites for this course.

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

- [Persuasive Speaking](#)
- [Communicating Strategically](#)
- [Business Writing](#)
- [Data Visualization](#)

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Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/4318>



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