

Frequently Asked Questions

Course Title: Briefing and Presentation Skills

Course #: 4318

Duration: 3 Days

Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

1. What business or organizational need does this course address?

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.

2. Who should attend?

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.

3. What will I learn how to do in this course?

- 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

4. What kinds of activities are included in this course?

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

5. Are there prerequisites for this course?

There are no prerequisites for this course.

6. Do I have to complete any prework for the course?

There is no prework required for this course.

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7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

8. Does this course count for credit toward a Management Concepts Certificate Program?

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](#)

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 24

NASBA Field of Study: Communications and Marketing

NASBA Level: Intermediate

CEUs: 1.9

PDU: 21

CLPs: 24

10. What course(s) do you recommend after I complete this course?

- [Persuasive Speaking](#)
- [Communicating Strategically](#)

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- [Business Writing](#)
- [Data Visualization](#)

11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).

12. What's in it for me?

This course provides leaders at all levels with the opportunity to effectively plan and practice briefings and presentations. Focusing on all aspects of delivering information to others, this highly interactive learning experience builds confidence in public speaking and provides tools and techniques that can be immediately used in any workplace environment.