

- Underlines indicate verbal emphasis you may want to use.

SPEAKING NOTES FOR PRESENTATION SLIDES

February 2015

Introduction – Slide 1 (cover)

- Welcome / very-brief self-introduction
- This training session is designed to provide you with the information, tools and resources to become an effective and active communicator.
- We are in the process of sharing this with all people managers at CHC.
- A couple of things before we get started:
 - This is not about adding to your workload as a manager. Rather it's about equipping you to be more effective when communicating with your teams.
 - The communications skills we cover can also help you communicate more effectively with peers, across the organization, and more.