

Clearly Provide Opinion and Information

Workplace Learning

Training code	MENI-COMPI
Spoken Language	<?php?> Dutch
Language Materials	Dutch
Price	€1.900,00 excl. VAT No extra costs.

What is Clearly Provide Opinion and Information

Do you recognize yourself in the following? You are in a discussion, and while talking you come to a conclusion but your audience look confused? You verbosity creates confusion rather than clarification. Or you immediately provide your final thoughts in a work meeting with the result that the rest look at you questioning: there is a big chance that the others could not follow your internal logic. Your oral and written communication will benefit from clarity.

You get to hear you that you argue verbosely or that others can not follow your conclusions. You want to change this: both in your written and oral communication. You want to be completely clearly followed in your argumentation and provision of information. In this competency training you learn ways to differentiate between primary and secondary issues and provide structure in your thought process.

After the training:

- You can be clear and specific in your argumentation
- You recognize the essence in your own and other people's stories
- You know how to provide the essence of a logical foundation according to a structural composition
- You can use structure to be clear and concise in both spoken and written word

Who should attend Clearly Provide Opinion and Information

The training is designed for employees who need to structure their arguments and to lead others in their own reasoning.

The individual character of the training will ensure that it corresponds to your own experience and learning goals. You work with practical tasks, assignments with colleagues, and practice in your own work situation, perform self reflection and spar with your tutor.

Every week you discuss the completed assignments with your tutor by phone or mail. The total study is approximately three (working) days within a period of up to three months, depending on your learning objectives and time.

The training is tailored to the needs of the participants, whether you join a group course, or if you join an individualcourse like Workplace Learning.

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Prerequisites

No specific prior knowledge or prior education is required for participation in the training.

Objectives

You are told that you argue verbally or that others cannot follow you in your conclusions. You want it to be different: both written and oral, you want to be perfectly clear in your argumentation and information. In this competency training you learn ways to distinguish main issues and side issues and give structure to your thinking patterns. After completing the course: Can you be clear and concrete in your argument? Do you recognize the essence in your own story and in someone else's story? Do you know how to provide the essence with a logical foundation according to a structural structure? in spoken and written word

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