

Developing Succinctness in Your Writing or Speaking

Hands-on course of 2 days - 14h

Ref.: ECO - Price 2024: CHF1 550 (excl. taxes)

Developing a synthesis mindset requires honing analytical and synthetic abilities. In this course, you will use tools and techniques to summarize your notes and reports, create comprehensive summaries and reports, and provide quick feedback after meetings.

EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

- Collect, select, and analyze information
- Produce easily usable briefing notes
- Make a clear, meaningful, usable summary
- Practicing taking notes in real time
- Creating a concise oral summary

EXERCISE

Activities include writing summary notes, note-taking, and individual presentations.

THE PROGRAMME

last updated: 06/2024

1) What is succinctness?

- Overview of right brain-left brain concepts.
- Organizing and prioritizing your thoughts: Placing the essential content in relation to the intended goal.
- The difference between essential, secondary, and needless data.
- Making a distinction between facts and opinions and knowing the role of an argument.
- Adopting an easily comprehensible language and style: Creating simple phrases, using concrete words.

Hands-on work : Evaluating your degree of analysis and summarization using a questionnaire. Group debriefing.

2) Gleaning essential information from written materials

- Defining your reading and output goals.
- Knowing how to find accurate information and getting the gist of a subject.
- How do you conduct detailed research?
- Mastering scanning and skimming techniques: Using the method of eyeballing text.
- Finding the main goal of the text and what note to write.
- Prioritizing the purpose of the texts based on their type and structure.
- Producing easily usable briefing notes: Following a simple plan, giving an attractive title.

Hands-on work : Writing a briefing note after acquiring active reading tools. Group debriefing.

3) Handling oral information

- Being a selective listener: Knowing how to keep a distance from the words that are spoken.
- Knowing how to capture and reuse keywords.
- Classifying the information provided: Writing a plan from the agenda or introduction.
- Using the heuristic mapping technique.

PARTICIPANTS

Anyone responsible for creating written or oral summaries.

PREREQUISITES

No specific knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

- Improving your note-taking.

Hands-on work : Practice taking notes in real time on a subject you know little about. Group debriefing.

4) Creating a concise oral summary

- Organizing your ideas into a plan.
- Writing a logical, convincing argument.
- Listing keywords intended to attract participants' attention.
- Knowing how to stay focused on the goal of your speech.
- Answering questions in a way that is brief and accurate.

Hands-on work : Individual statements and group analysis with tools presented that can be used directly in real settings.

DATES

REMOTE CLASS

2025 : 06 Mar, 05 Jun, 28 Aug, 18 Dec