



Competencies that are addressed:

PRIMARY COMPETENCY CATEGORIES:

• **Communications—**
Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.

• **Creative Thinking—**
Innovative. Incorporates existing ideas and new ideas in a unique approach to resolve issues and capitalize on opportunities.

RELATED COMPETENCY CATEGORIES:

• **Leadership—**
Drives business results by aligning the vision, mission, and values to enhance business value. Is able to enlist the willing cooperation of others, while tapping into their highest skills and abilities, to achieve desired results.

• **Conflict Resolution—**
Creates harmony in stressful interpersonal situations and brings people together who have been separated by their differences.

• **Decision Making—**
Obtains and understands facts, weighs risks, and objectively prioritizes alternatives that result in decisive action.

Present to Gain Input

SUMMARY

Many business presentations today are less about talking and presenting, and more about listening and gaining input. As the scope of your responsibility increases, as well as your number of clients, suppliers, and team members, you are more and more dependent on your ability to get your team partners to freely exchange their knowledge, ideas, experience, and opinions.

CONTEXT

One of the most common and critical types of business presentations is the presentation to gain input. Rather than being a one-way delivery of information, this presentation seeks involvement from the participants and relies on getting productive outcomes to move processes forward. By its nature, this type of presentation requires flexibility on the part of the presenter, and a willingness to allow the process to unfold without dominating the discussion with your own opinions.

This module examines the role of the facilitator in getting ideas and opinions into the open. You will learn a structure that allows you, as the facilitator, to remain in control, move the presentation along, and encourage relevant discussion. You review the ways that careful planning and preparation can make this type of presentation efficient and productive. You consider the people side of presenting to gain input, including facilitation principles that earn the respect and cooperation of your listeners.

At the completion of this module, participants will be able to:

- Plan and prepare presentations to gain input
- Engage participants in exchanging ideas and opinions
- Structure presentations for logical, productive outcomes
- Facilitate the process efficiently and respectfully

“You can’t move people to action unless you first move them with emotion.”
—John Maxwell