



Connecting.TW

放大台灣經濟

2018 光洋培訓

Communication (I)

Individual in Corporate

Recap Effective Communication I (10 mins)

Live Speech 'Lead and motivate a team' (100 mins)

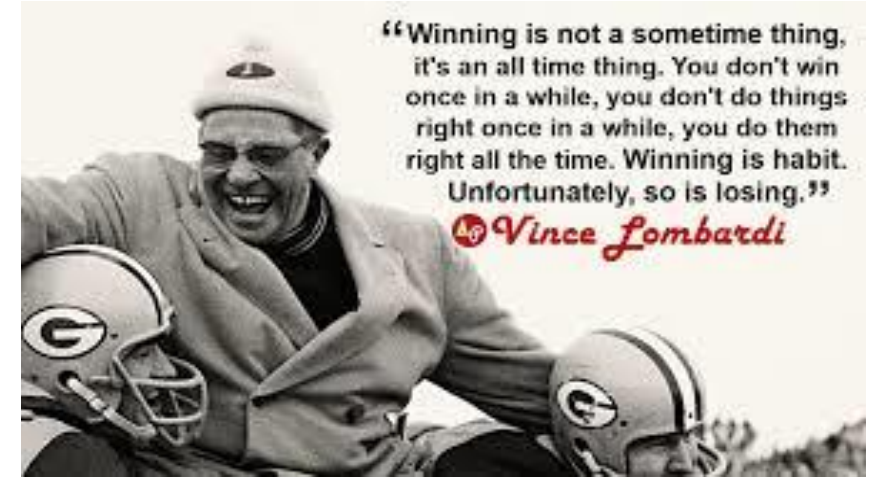
Presentation - effective communication driving results (30 mins)

Homework: Prepare a 10 min presentation slides of your own topic – can be work related, your hobbies, your recent vacation trip, or your show & tell in kid's school, etc. You will go through your presentation in our next Communication workshop (III).

Communication is Important in Career Development

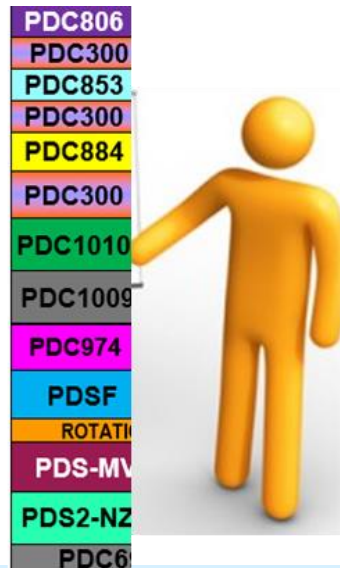


Foster Teamwork



“Winning is not a sometime thing, it’s an all time thing. You don’t win once in a while, you don’t do things right once in a while, you do them right all the time. Winning is habit. Unfortunately, so is losing.”
Vince Lombardi

Inspire. Achieve bigger goals.



PDC806
PDC300
PDC853
PDC300
PDC884
PDC300
PDC1010
PDC1009
PDC974
PDSF
ROTATI
PDS-MV
PDS2-NZ
PDC6

Addressing Executives

Become an Effective Communicator

心理障礙

Overlook self imperfection



and others' opinion



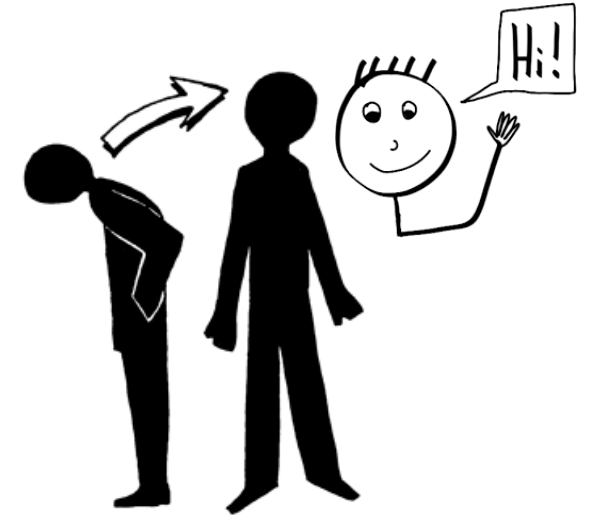
- Less self-consciousness – 'Be yourself'
- Focus on Purpose and Deliver Message
- 1 point at a time – make it stand out

Practice

Practice

Practice

Comfortable & Confident
自在與自信



Purpose

Presentation Cheat Sheet

- Know your audiences (what they know / don't know);
- The intent of your presentation (to **inform** or to **persuade**);
- Build contents

beginning (get attention right away)

simple and focus on main points

recap

- Deliver message

body language and interact (eye contact, questions etc...)



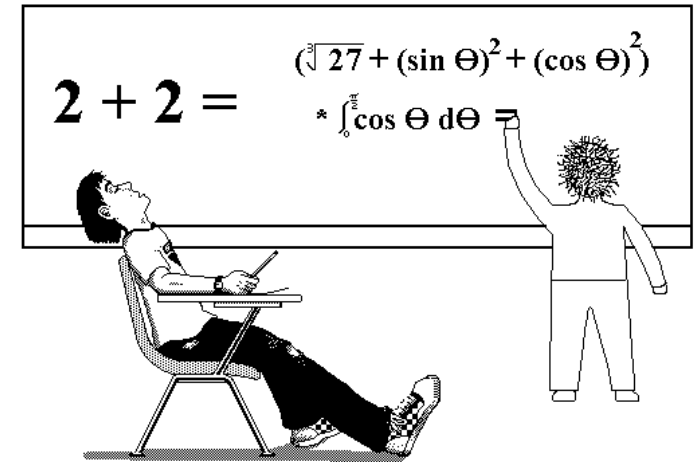
Presentation – Beginning Introduction

- Get attention in the 1st 60 seconds
- Develop story inventories – relevant, metaphor, comparison
 - Connect to audiences
 - Video – know your audiences / Introduction



Presentation – Main Body

- Simple & easy to understand
 - Ask: does your high school daughter understand?
- Focus on what the audience wants, not what you think they want
- Presentation to
 - President
 - University
 - Inside company
 - Public speech



Characteristics of Vision & Goals (Execution)

Vision is the ultimate goal for an individual & group, serves as a compass for guiding daily work activities in the right path

Vision needs to exhibit

- Idealism & Superiority
- Uniqueness
- Futuristic



Steve Jobs: "Want to make a dent in the universe"

Effective goals must be

- Measureable
- Realistic & Accomplishable
- Challenging



and leadership skills to accomplish considered

Steve Hwang's "My Management & Leadership Experience at Seagate Technology", 2009

「一個明確的遠景和目標」
Vision and Goals
What is a Vision?

針，一個好的「遠景」必需有以下特性 (a compass or GPS for guiding daily work)

Execution : Two Methods to Effectively Accomplish Goals

- Stair-steps
 1. List goals
 2. Development timeline & milestones
 3. Focus on result metrics
- Dolphin training
 1. Celebrate milestones
 2. Move onto next higher goal



Steve Hwang's "Vision & Goals", 2016



Presentation - Closing

- Summary of main points
- Link back to your introduction
 - Ask for actions



Effective Communicator - Deliver

Jump over the wall – listen and watch own video

- Interaction
- Gesture
- Smile
- Friendliness
- Eye contact
- Time management



Gesture

- Gesture is movement made by hands, arms, shoulders, head and torso.
- It should be quite natural and spontaneous.
- Beware of irritating gestures like:
 - × Playing with a ring
 - × Twisting a key chain
 - × Clasping the hands tightly
 - × Cracking knuckles



Topic: Presentation Skills

Being Yourself