

# SUSSEX TRAINING CONSORTIUM

## Communicating with Impact Programme

09.30 – 10.00	Registration, Tea and Coffee	
10.00 – 10.45	<b>Session 1: PERSONAL IMPACT</b>	
	<ul style="list-style-type: none"> <li>• Introduction to the day - aims, objectives, relevance back to the workplace</li> <li>• Psychology of Excellence - appreciating 'actions speak louder than words', looking at the anxiety signals which affect our voice and body language, how not to 'leak' unhelpful messages, understanding what your 'audience' needs from you, why eye contact matters and how to do it consistently well, how to speak so that others will listen</li> <li>• Team communication exercise --- using what you know so far to help meetings to go better</li> </ul>	Practical Workshop
10.45 – 11.30	<b>Session 2: TOOLKITS</b>	
	<ul style="list-style-type: none"> <li>• Energy states - what is too much, not enough and just right and why does this matter when we are talking to people? Using a variety of energy states to help us stay interesting in voice, gesture and body language</li> <li>• Status - what is it and why do we need to understand it?</li> </ul>	Practical workshop
11.30– 11.45	Mid-Morning Break	
11.45 – 13.00	<b>Session 3: TOOLKITS</b>	
	<ul style="list-style-type: none"> <li>• Status exercise - playing with archetypes, what works for us, what do we recognise in ourselves and others as helpful or unhelpful behaviours?</li> <li>• Voice, breathing, stance - using actors toolkit to sound compelling and confident</li> <li>• Gesture - "suit the action to the word, the word to the action" - bringing it all together to look and sound authentic</li> </ul>	Practical workshop
13.00 – 13.45	Lunch	
13.45 – 15.00	<b>Session 4: REHEARSAL 1</b>	
	<ul style="list-style-type: none"> <li>• Rehearsals of toolkits with feedback --- putting the toolkits into action and receiving positive critical feedback: What do we want more of or less of?</li> </ul>	Practical workshop
15.00 – 15.15	Mid-Afternoon Break	
15.15 – 16.15	<b>Session 5: REHEARSAL 2</b>	
	<ul style="list-style-type: none"> <li>• Rehearsals of toolkits with feedback continued as above</li> <li>• Relevance back in the workplace</li> </ul>	Practical workshop
16.15-16.30	Write up evaluations and day closes	