

# LOGICALLY SPEAKING

Jody Cross

## Topic List

**-Speaking (up to 1 hr)**  
**-Coaching (ongoing basis)**

**-Training (2 hr - 2 day)**  
**-Consulting (project basis)**

### Presenting to Groups

- Analyzing the audience
- Organizing your information
- Constructing presentation notes
- Relating to specific audiences
- Choosing visual/sensory aids
- Delivering your speech/report
- Fielding questions/concerns
- Preparing with short notice
- Speaking/reporting on the spot

### Community Relations

- Targeting partners
- Finding mutually beneficial ideas
- Forming partnership agreements
- Participating in events
- Representing organization
- Making most of opportunities
- Choosing projects to support
- Involving employees
- Analyzing effectiveness of efforts

### Managing Organizational Change

- Planning for change
- Creating awareness of change
- Soliciting input for change
- Overcoming resistance to change
- Supporting change
- Motivating to commit to change
- Accepting change
- Developing positive view of change
- Following through on change

### Managing Employees

- Developing new employees or teams
- Building existing teams
- Defining roles & responsibilities
- Motivating employees
- Creating sense of ownership
- Gathering information & feedback
- Disseminating information to staff
- Guiding professional development
- Providing honest feedback

### Managing Conflict

- Identifying true source of conflict
- Handling difficult employees
- Listening to vs. Acting on conflicts
- Providing solutions
- Facilitating closure

### Managing Interpersonal Relations

- Interacting among departments
- Communicating with customers
- Running effective meetings
- Recognizing gender differences
- Fostering a positive environment

### Hiring Employees

- Defining needs & goals of position
- Asking behavioral questions
- Choosing right match for your org
- Selling your company to interviewee

### Choosing Leaders

- Recognizing needs of position
- Distinguishing talents vs. skills
- Appreciating attitudes & energy
- Deciding whom you can trust