

Using Data to Communicate

Length: One Day

Summary: This course will provide you with the methods necessary to prepare and present data to effectively inform or persuade your audience.

Course Objectives:

Upon successful completion of this course, students will be able to:

- Organize data.
 - Present data in visual form to effectively communicate your message.
-

Course Content

ORGANIZING DATA

- Interpret Your Data
- Build Your Case with Data
- Persuade Your Audience

PRESENTING DATA

- Determine Appropriate Visuals
- Deliver Your Message
- Deal with Bad News
- Adjust Your Approach

INTERPRETING YOUR DATA

DETERMINING THE APPROPRIATE VISUALS
