COURSE SYLLABUS

Presentation and Briefing Skills for Auditors Course

Build audience-focused briefing and presentation skills tailored for audit professionals through hands-on practice and coaching.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/presentation-and-briefing-skills-for-auditors



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Course Outline

Module 1: Take Aim

- Understanding presentation types: motivate, inform, persuade, instruct
- Analyzing audience demographics and attitudes
- Identifying personal strengths and areas for improvement in presentations
- Utilizing effective persuasion techniques

Module 2: Create a Clear Organized Message

- Developing a focused central idea statement
- Structuring presentations logically: introduction, body, conclusion
- Using transitions to maintain audience engagement
- Preparing effective speaking notes
- Anticipating audience questions

Module 3: Deliver Your Message Persuasively

- Enhancing voice and vocal delivery
- Maximizing impact through body language and eye contact
- Improving word choice and avoiding jargon
- Projecting enthusiasm and engaging the audience

Module 4: Use Visuals to Communicate

- Choosing appropriate visuals (charts, graphs, diagrams)
- Creating clear and readable visual aids
- Effectively using flipcharts, handouts, and PowerPoint slides
- Enhancing presentations with visual storytelling

Module 5: Speak Confidently

- Managing and overcoming presentation anxiety
- Handling audience questions confidently and professionally
- Dealing effectively with challenging or confrontational situations
- Techniques for relaxation and stress reduction before presentations