



# Training Sample: Speaking Engagement Outline

## ***"Everything's a Project (and Everyone's a Project Manager)"***

Presented to the PMI Honolulu Chapter as part of the Advanced Topic Series on  
Communication by Christine P. Rose

- I. **Exercise:** Make a Team With... (20 minutes): An icebreaker in which you will be asked to form a team based on things you have in common with other attendees...via random shoutouts by your speaker!
- II. **Introduction:** Me & My Book Series (5 minutes): Christine's education, credentials and book series, including the book where today's series of presentations comes from!
- III. **Presentation:** Communication's Place (20 minutes): What place does Communication have in your world as a Project Manager? Would you be surprised to learn that Project Management is actually 90% communication? It has a REALLY big place in your daily life, and here's how & why!
- IV. **Exercise:** Just Listen (30 minutes): Highlighting the difficulties inherent in shutting your running stream of consciousness down long enough to listen...*really* listen...to another individual. And do it well enough that you can process, condense and regurgitate their message back to them correctly!
- V. **Presentation:** The Secret (20 minutes): The Secret Christine-Style, in which it becomes clear that Communication, for a Project Manager, isn't all about the status reports or meetings or even the Communication Plan. Because communicating – for everyone, not just you – is five thousand percent more than what you'll find in any templates.
- VI. **Preexercise:** Meaning of Listening (15 minutes): A word Christine coined meaning **Presentation** and **Exercise** combined, where we'll go back thousands of years to



an ancient language and discover what they knew way back then about the true definition of the word “listen.”

- VII. **\*BREAK\*** (15 minutes)
- VIII. **Presentation:** What’s Your Type? (35 minutes): The three types of bosses and the seven types of “other folks” you’ll encounter taught in a “People who...(do/say/act a certain thing/way)” style. Learn what could be motivating them, and useful tips on how to handle each of these.
- IX. **Exercise:** Communications Shutdowns (30 minutes): Have you ever been at a meeting where a discussion was interrupted when one person said something that stopped the conversation cold? Find out the 25 phrases that will effectively shut an open communication stream down, and recognize how you can dig out of the rubble in the aftermath.
- X. **Presentation:** The “Difficult” Thing (35 minutes): We have all encountered or heard of each of these three types of difficult people. You can handle them easily and effortlessly if you dig deep and employ tactics that serve a basic fundamental need, and right, that every human being has: the desire for understanding.
- XI. Q&A / Surveys / Business Cards Exchange (15 minutes)