

# Crash-Course Refresher on Communications



**EPA/States Region 3  
LUST Conference  
Roanoke, VA**

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April 4, 2006

# Communication

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I can explain...

# Examples of Actual Headlines

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**Federal Agents  
Raid Gun Shop,  
Find Weapons**

# THE NEWS & OBSERVER

**Trial  
on hold  
3 years**

*Explanation  
of delay*



## 17 REMAIN DEAD IN MORGUE SHOOTING SPREE

**Microsoft  
breakup  
won't be  
pursued**

*and in Carol Fink's credit*



Church Of  
The Cross

DONT LET WORRIES  
KILL YOU  
LET THE CHURCH  
HELP

United Methodist Church



化粧室は後方へ

For Restrooms,  
Go back toward your behind.



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# Today's Communications Refresher

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- How to Conduct More Effective Meetings
- How to Give Powerful PPT Presentations
- Communications Quiz

# Effective Meetings

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## ■ Signs of a Bad Meeting:

- People arrive late
- People leave early
- Participation by phone
- People not participating
- Canceling the meeting
- Spending hours in a meeting
- Leaving w/o a clear idea of the outcome!



# More Effective Meetings

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## ■ Tools to Use:

- Use a Facilitator
- Create an agenda
- Watch the clock
- Turn ideas into Action
- Speak in plain English
- Bring meeting to a close by verbalizing actions/decisions
- Prepare Meeting Minutes



# Powerful Presentations

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- Power Tips for Cleaner Better PPTs:

Use PPT slides to supplement  
your presentation!

# Powerful Presentations

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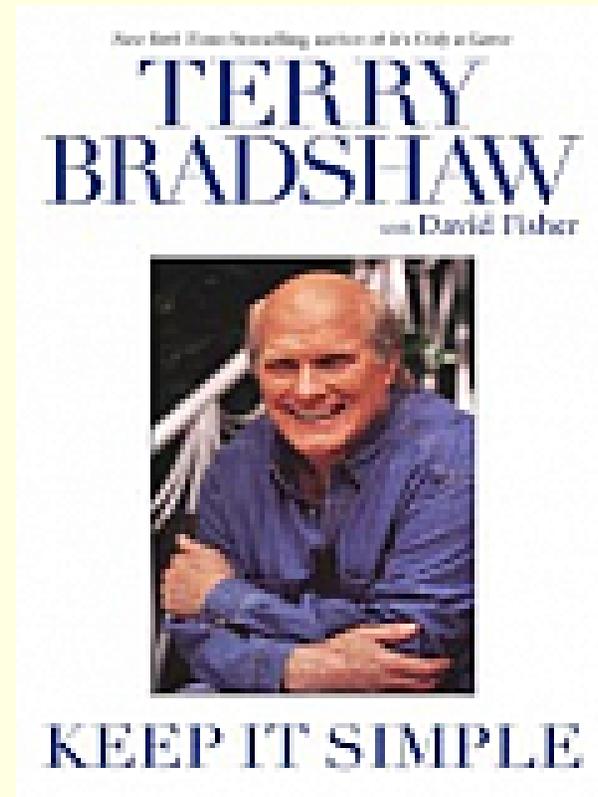
## ■ Tips for Powerful Presentations

- Create rapport before you begin
- Get to your important points right away
- Be prepared
- Prepare a PPT Presentation
- Practice
- Never assume
- Have answers prepared
- Know what questions you won't answer
- Bring the presentation to a close

# Effective PPT Presentations

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- Keep it Simple!



# 5 Power Tips for Better PPT Presentations

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- Keep It Simple
- See It Their Way
- Hit the High Points
- Write It Out
- Don't Recite

# Using Plain English

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- Incumbent upon must
- Not later than 10 May by May 10
- Has a requirement for needs
- Promulgate issue, publish
- Validate confirm
- With reference to about

# In Closing...

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1. Meeting – Agenda and Meeting Minutes
2. PPT Presentations – Keep It Simple!
3. Plain Language – fewest possible well-chosen words!