

Short sessions on effective communication



Jean-luc Doumont provides help with and runs training sessions on effective oral presentations, written documents, graphical displays, and related topics of scientific, technical, or business communication. He also trains instructors and facilitates any process in need of structuring. In hundreds of sessions, he has addressed audiences of all ages, backgrounds, and nationalities, in English, French, Dutch, and Spanish. He is an engineer from the University of Louvain and a doctor in applied physics from Stanford University.

SHORT, FOCUSED SESSIONS can be a most efficient way to get messages across to potentially large audiences. While they seldom suffice to develop the actual skills, they raise the awareness of the topic and increase motivation. Below are various such sessions of 90 minutes each, suitable for a wide variety of occasions. Informative and entertaining, they have rapidly become popular with audiences worldwide. They can also be run as longer workshops for smaller groups.

Making the most of your presentation

A classic lecture on all aspects of effective oral presentations, such as structure, slides, and delivery—a much demanded talk at top US schools: Harvard, Stanford, MIT, Berkeley, and others.

Structuring your written document

Another classic, on written communication: how to structure a document from the point of view of the readers, not the logic of the authors, to make it easy to navigate and to understand.

Understanding visual communication

An entertaining conceptual journey into the very nature of visual communication. Is a picture worth a thousand words? Are pictures created equal? What makes a picture effective?

Teaching is not learning: how to make people learn

The basics of active learning, or how to go away from lecturing. Value added as an instructor: what do you do in the classroom that a good book or video sequence cannot do in your place?



Effective slides: design, construction, and use

A discussion of what might be today's most ineffective form of professional communication worldwide: PowerPoint slides. How to design and use them well—and when not to use them.

Effective electronic mail: reduce, reuse, recycle

A cure for the overflowing inbox and other e-mail plagues—most effective when administered widely within a company, for it involves common sense, discipline, and... reciprocation.

Effective meetings: before, during, and after

A too often ignored set of mostly commonsensical guidelines for productive meetings, at the intention of those who feel they spend too much time in meetings with too many others.

Effective page layout for the Cartesian mind

A candid journey into a crucial yet often neglected component of written communication, exploring the why, when, and how of page design for those of us not trained as a graphic artist.

Effective Web design: structure, navigation, and appearance

A fresh look at Web design from a navigational point of view: giving visitors a map, telling them where they are on the map, and helping them make informed decisions about where to go.

The three laws of communication

A simple yet solid foundation to optimize any form of communication, whether oral or written, whether verbal or visual. A highly interactive session, calling upon audience experience.

Magical numbers

A discussion of the severe limits on our capacity to process information and their consequences for information design, starting from the mythical limit of seven plus or minus two.

