



The ECHO™ — Your Weekly Presentation Tip

April 25, 2007

Conference Call Check-ins

When conducting conference calls, it's easy to wonder if anyone's at the other end of the line, or if they're all too busy checking email to really follow your point. Build "check-ins" into your presentation.

When putting your presentation together, build in opportunities to ask for feedback of some kind. It's important that you plan these interactions, because once you're busy presenting, it's tempting to put yourself on auto-pilot to finish your presentation.

By intentionally checking in with participants, you'll be able to judge your progress, keep their attention longer, and achieve better results.

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