

# SpeakEasy

## Conquering Your Fear of Speaking in Public

Do you get nervous when presenting at company meetings? Do you find it hard to make conversation at gatherings and social events? Do you lock up in awkward social situations? If so, this one day workshop is just for you! It's aimed at anybody who wants to improve their speaking skills in informal situations. We'll give you the confidence and the skills to interact with others and to speak in informal situations and in front of small groups.

### How You Will Benefit:

- Enhance the ability to speak one-on-one with others.
- Feel more confident speaking socially or small groups such as meetings.
- Practice developing these skills in a safe and supportive setting

### What You Will Cover:

- ▶ Good communication skills
- ▶ Barriers to communication
- ▶ The skill of interactive listening
- ▶ Interpersonal skills
- ▶ Self-disclosure
- ▶ The art of conversation
- ▶ Re-designing yourself for strength
- ▶ Professionalism
- ▶ Fifteen ways to master a meeting
- ▶ Sticky situations
- ▶ Controlling physical & mental nervousness

Name of City and Date of Event

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### What's Included:

- Instruction by an expert facilitator
- Small interactive groups
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. \*Prices and dates are subject to change.

## Pre-Registration Form:

### SpeakEasy: Conquering Your Fear of Speaking in Public

Yes  Enroll me now

Participant Name (*Please Print*)

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Position

\_\_\_\_\_

Immediate Supervisor

\_\_\_\_\_

Organization

\_\_\_\_\_

Organization Address

\_\_\_\_\_

ZIP \_\_\_\_\_ Telephone # \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**EXCELLENT IMAGE, INC.**  
*Sustainable Peak Performance*