

# Public Speaking: Presentation Survival in Your Career

A great presenter has two unique qualities: appropriate skills and personal confidence. This confidence comes from knowing what you want to say and being comfortable with your communication skills. In this two day workshop, you will master the skills that will make you a better speaker and presenter.

## How You Will Benefit:

- Identify ways to gain rapport with your audience
- Learn techniques to reduce nervousness and fear
- Recognize how visual aids can create impact and attention
- Develop techniques to create a professional presence
- Learn some different ways to prepare and organize information
- Prepare, practice, and present a short presentation

## What You Will Cover:

- ▶ Communication skills
- ▶ How to edit your conversation
- ▶ Appropriately sharing yourself with others
- ▶ Trust
- ▶ Positive self-talk
- ▶ Making the most of meetings
- ▶ Body language
- ▶ Sticky situations
- ▶ Advantages of oral presentations
- ▶ Planning your presentation with PAFO
- ▶ Overcoming nervousness
- ▶ The STARR pattern
- ▶ Start writing!
- ▶ How to limit your information
- ▶ Creating an audience profile
- ▶ Your speaking voice
- ▶ Adding punch to your presentation
- ▶ Presentation practice

Name of City, 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:

### Public Speaking: Presentation Survival in Your Career

Yes  Enroll me now

Participant Name (*Please Print*)

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Position

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Immediate Supervisor

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Organization

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Organization Address

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

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

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