



is again sponsoring:

## EXPERT PRESENTATION SKILLS

**Fallon Federal Building, 31 Hopkins Plaza, Room 810-A, Baltimore**

**Overview:** If your job requires you to give presentations or if you want to gain important visibility, this is a one-day course you can't miss. Most of us have difficulty putting our thoughts into words, so this course gives you a simple methodology to improve your speaking style and presentation delivery. Since superior presentation skills are crucial to personal/professional growth, you'll learn how to prepare material more easily and communicate more effectively - just as the experts do.

The course manual is designed to help you get long-term results. It includes valuable tips and checklists with the latest information to equip you with the tools to present highly professional briefings.

**Who Should Attend?** Those interested in learning about public speaking as well as those seasoned speakers who want to stay abreast of the latest information in the highly visible field of presentations.

**Objective:** By the end of the course, you'll understand the dynamics of expert public speaking.

**Topics:**

- ✚ Uncover public speaking myths.
- ✚ Review tips to overcome nervousness.
- ✚ Know what it takes to present like a pro.



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### Agenda – 24 June 2011

- 8:30 Course Introduction and the Myths of Public Speaking
- 8:45 Getting Started - Presentations Give You Visibility
- 9:00 Overcoming Nervousness
- 9:30 Exercise - What's the Worst that Could Happen?
- 9:45 BREAK
- 10:00 The Pros and Cons of Five Types of Presentations
- 10:30 What is Style, and Where Can I Get It?
- 11:00 Vocal Variations
- 11:30 LUNCH BREAK
- 12:30 Understanding Nonverbal Communications
- 1:00 Tips to Improve Your Presentation
- 1:45 Those Incredible Props - What Works and What Doesn't?
- 2:00 BREAK
- 2:15 Sharpen Your Appearance
- 2:30 Handling Questions and Answers like a Pro
- 3:00 Personal Coaching Plan of Action
- 3:30 ADJOURN

**Tuition: \$ 189 for 3 or more**  
**\$ 199 for single enrollments**

**ON-LINE COURSE INFORMATION & REGISTRATION [www.jaelimited.com](http://www.jaelimited.com)**

**Questions or registration call 301-948-7636 -or- e-mail [joanw@jaelimited.com](mailto:joanw@jaelimited.com)**