

Effective Presentations: Energy, Focus, Impact and Ease

If it scares you when you must speak before a group, of course you are not alone. This is the workshop you've been looking for: a no-pressure, easy way to make presentations **fun**. Discover the myths of public speaking that create fear and anxiety in most speakers. Change your outlook on making presentations, even if you are naturally shy. This unique approach to public speaking will make you look like a pro and have more fun every time you stand before a group—at work or ANYWHERE!

Participants will learn to:

- ◆ Conquer fear through the use of powerful focusing techniques.
- ◆ Project confidence and poise.
- ◆ Use body language and visualization effectively to release stress and anxiety.
- ◆ Organize any material for maximum impact and audience retention.
- ◆ Identify trivial material to cut for conciseness.
- ◆ Use rhetorical questions to their advantage.
- ◆ Capture and keep an audience's attention.
- ◆ Decide whether or not to use humor with four simple questions.
- ◆ Make the most of their individual vocal and speaking style.
- ◆ Handle questions confidently.
- ◆ Begin and end each presentation strategically.
- ◆ Use body language and gestures deliberately to emphasize important points.
- ◆ Overcome fear—and turn it into energy—with simple, effective, proven methods.
- ◆ Develop a dynamic opening and compelling closing.
- ◆ Proof visual aids with proven tips that will prevent embarrassing errors.
- ◆ Illustrate points and connect with your audience with humor, stories or examples.

Participants say:

Practical advice—instructor well-versed in topic—beyond expert!

She made it easier than I thought it would be.

Gloria was terrific! She is a fantastic trainer!

She's a 99!

Unleashing the Communication Potential of Individuals and Organizations.[™]
