

Platform Tips for the Business or Technical Professional

When called upon to make a presentation at work, in the community, or in a professional organization, people often find it difficult to get their arms around the task. And often speakers' body language and delivery style undermine their credibility. This 8-hour course will provide platform tips to help people "be themselves" in front of a group in a sales meeting of two, a team meeting of twelve, or a civic meeting of 200.

Key Objectives

- **Overcome nervousness**
- **Think on their feet**
- **Use comfortable, natural gestures**
- **Use movement and space creatively**
- **Vary pace, volume, pitch, and emphasis**
- **Add silences and pauses for impact**
- **Build rapport and increase authority with an audience**

Who Should Attend

Anyone who makes presentations to supervisors, colleagues, or customers

Materials/Texts

Participants will receive a copy of the text *Speak with Confidence!: Powerful Presentations That Inform, Inspire, and Persuade* (McGraw-Hill) by Dianna Booher and a presentation planner for use as a back-on-the-job reference. They should come prepared to make one four-minute presentation on a work-related subject. During the workshop, participants will give up to five videotaped presentations, depending on class size.

Class Size

10 participants