

PRESENTING WITH CONFIDENCE

A 1 or 3 Day Hands-On Workshop

Course Description:

Visibility is a key to success in government today. Give yourself, and your organization, a leading edge. This workshop shows you how to plan, organize and present your ideas **powerfully and confidently**. Gain impact skills to make your next presentation *really* showcase your strengths. This workshop firmly focuses on the practical, specific *how-to* techniques of making high performance presentations.

Learning Objectives & Topics Covered in the 1 Day Workshop:

- Interpret types of presentations you are expected to produce
- Understand common misconceptions about presentations
- Make use of a successful presentation checklist
- Apply effective planning and preparation techniques and tools
- Organize your presentation for maximum success
- Develop the Presentation
- Understand Delivery Techniques

Additional Learning Objectives & Topics Covered in the 3 Day Workshop:

- Apply preparation, organizing and delivery techniques
- Analyze delivery techniques of peers in class

Audience: This workshop is designed for mid-level managers in the GS11-13 range or their equivalents.

Toolkits:

Each Participant will receive a **Student Handbook** and access to an **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information

CPE Credits: 7.0/20.0

CEU Credits: 0.6/1.7

Suggested Program

Prerequisites: None

Advanced Preparation: None

NASBA Program Level: Basic

NASBA Field of Study:

Personal Development

Delivery Method: Group Live – Classroom

