



## Presenting with Confidence

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*A 1 or 3-Day Hands on TMS Experience  
Delivered in Live or Live Virtual Classrooms!*

### **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 practical, specific how-to techniques for making high-performance presentations.

### **Learning Objectives & Topics Covered in this Workshop:**

- Interpret the 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:**

Receive a **Student Handbook** and **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:** 8.0 – 24.0

**CEU Credits:** 0.8 – 2.4

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:**

None

**NASBA Program Level:**

Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live

– Live Virtual Classroom

