

## **Effective Presentation Skills: Delivering Presentations With Power and Impact**

### *Have you ever delivered a presentation and ...*

- Felt your heart pounding and palms sweating?
- Forgotten your content or the ability to find the right word?
- Gazed at your audience and found them looking confused or sleeping?
- Froze when asked a question?
- Not sure of the impact you have made?

*In today's competitive business arena, effective communication skills are a must! Professionals must be able to concisely and clearly express their thoughts to a variety of audiences in a variety of different ways.*

There are many critical challenges facing the business presenter today; not least of which is keeping an audience engaged. You need to know how to create and articulate a clear and concise message, respond to questions in an effective and logical manner, and create and use compelling visual aids. This interactive, energetic workshop will provide the presenter with all of the necessary skills required to deliver a winning presentation. The workshop will introduce and reinforce these skills by having the participant deliver multiple presentations.

### *You should attend if you ...*

- Present to groups of any size
- Train people in your organization
- Give reports, briefings, staff updates
- Communicate with the media
- Make formal presentations to clients/customers
- Want to fine-tune existing presentation skills

### *After this workshop, you'll be equipped to ...*

- Convert nervousness into positive energy
- Analyze and utilize audience needs and expectations
- Create and organize dynamic content
- Personalize your presentation through stories and examples
- Maximize visual, vocal and verbal messages



“Your Total Training Resource”

*Effective Presentations workshop features ...*

- Detailed one on one coaching
- Practical practice reminders
- High energy audience interaction
- Proven contemporary theory and application

## Registration Information

**Time:** Workshops scheduled from 9:00 a.m. to 4:30 p.m.

**Pricing:** 1-2 attendees \$445 per person, 3+ attendees \$395 per person.

**Location:** DePaul University, O'Hare Campus, 8770 W. Bryn Mawr Ave., Chicago, Illinois 60631 ([Click here to download a map and directions](#))

**To register** or for additional information either email, phone or complete the [online registration form](#). **Email:** Ken Keller at [kkeller@c-kg.com](mailto:kkeller@c-kg.com) or **Phone:** (630) 495-0505 or (800) 869-7497.

**Register online:** [Complete form by clicking here](#). If you register online, a confirmation email will be sent to you with next steps and payment details. Please note we accept checks as a form of payment.

**[To see a complete list of our current workshops click here.](#)**

Customized onsite workshops are also available.

Please contact us with any questions or concerns you may have. Email: Ken Keller at [kkeller@c-kg.com](mailto:kkeller@c-kg.com) or Phone: (630) 495-0505 or (800) 869-7497.