

EVERYDAY IS A
PRESENTATION!!

GET THE “PRESENTATION ADVANTAGE”

Course Dates:
October 4, 2007 &
April 1, 2008

Time:

8:00 a.m.— 5:00 p.m.

Location:

County Government Center
1055 Monterey Street
1st Floor, Rooms 161 & 162
San Luis Obispo

Facilitator:

Mike Cannon, BA
Sr. Communication Consultant
Franklin Covey

Cost:

No registration fee to County employees.
\$300.00 for non-County employees.

REGISTER NOW!
Limited space available.

Email: *All reservations are to be made through the Employee University email address.*

EmployeeUniversity@co.slo.ca.us

How well you communicate and present ideas speaks volumes about how well you think. Weak presentation skills can result in confused and distracted audiences, poor decisions, lost opportunities, and blocked career paths.

This fast-paced workshop helps you learn how to turn presentation anxiety into confidence!

Design a clear and convincing message by:

- **Identifying your purpose and determine audience needs and expectations;**
- **Assess the situation and brainstorm, organize and develop the main point**
- **Add a framework with an introduction, conclusion, and visuals;**

Deliver with poise and confidence:

- **Attract and keep audience attention**
- **Use voice dynamics, gestures, and movement; to convey energy and enthusiasm;**
- **Communicate non-verbally**
- **Manage stress and use positive stress to enhance your performance**
- **Present the “right” appearance**

CANCELLATION POLICY:

If you need to cancel your registration for an E.U. Class, please do so via email two weeks prior to the class date to avoid the \$50.00 cancellation fee.

If you can find an employee in your department to take your place, email the change in attendees and the cancellation fee will be waived.

