

DAY ONE

7:30-8:00 a.m.	<i>Registration</i>	Breakfast Pastries
8:00-9:20 a.m.	<i>Enhancing Your Presentation Skills</i>	In the first session of this seminar, you will review the basics of presentation skills, audience expectations and how to grab your audience's attention from the start. Group discussions and individual exercises will address presentation openings that are doomed to failure; common mistakes and how to avoid them; essential tips, techniques and templates for a successful presentation; and strategies to manage nerves.
9:20-9:35 a.m.	<i>Break</i>	
9:35-10:55 a.m.	<i>Storytelling with Purpose</i>	Storytelling can convey ideas more clearly than a recitation of facts. In this session, we will use discussions and exercises to illustrate how to craft a strategy to hook an audience, create memorability anchors for your audience and connect with audiences as an influential speaker.
10:55-11:10 a.m.	<i>Break</i>	
11:10 a.m.-12:30 p.m.	<i>Body Language and Movement</i>	Using physical movement to communicate helps presenters position themselves as authority figures. This session will explore how facial expressions influence audience attitudes and what the basic power positions for speakers are. It will also address how to time your movement with key points in your presentation. Finally, you will learn how to use body language, gestures and expressions to get higher evaluations and more buy-in for your position.
12:30-1:30 p.m.	<i>Group Lunch</i>	
1:30-2:50 p.m.	<i>Using Visual Presentation Tools</i>	Using visual aids and tools in a supporting role is essential for all public speakers. (PowerPoint is NOT the presentation and NOT the only tool available). In this session, you will discover ways to create attention-getting presentations, including the types of slides your presentation must have. It will also cover TED Talk-style presentation secrets and other visual presentation tools, such as Prezi, Viddyoze, Animoto and video.
2:50-3:05 p.m.	<i>Break</i>	
3:05-4:25 p.m.	<i>Closing the Deal</i>	Presentations can help you engage audiences, position your experience and authority, influence audience beliefs and attitudes, and convert people to your position — if you use effective presentation skills. In the final block of this seminar, you will learn techniques to gain audience participation in meetings and the power of presence through your Influence and Persuasion Intelligence (IPI). We will end with a discussion of the pros and cons of handouts in presentations.

*Please note: Schedule listed is for U.S. events. All events outside of the U.S. are pushed back 30 minutes with registration beginning at 8:00 a.m. and the last session ending at 4:55 p.m.