

## COURSE OUTLINE

9:00am	Introduction and Challenges when Presenting
9:20am	Introducing Self - First Impressions
10:00am	Strategies for Overcoming Anxiety
10:30am	<b>Morning Tea</b>
10:45am	Effectiveness of Speech and Body Language
11:30am	AV and Handouts Dos and Don'ts
12:30pm	<b>Lunch</b>
1:30pm	Structure and Audience Involvement
2:00pm	Techniques for Illustrating Ideas
2:45pm	<b>Afternoon Tea</b>
3:00pm	Powerful Closers
3:30pm	Persuading and Motivating
4:00pm	Dealing with Difficult People and Managing Time
4:45pm	Evaluation
5:00pm	<b>Close</b>

### **PARTICIPATION AGREEMENT**

1. Confidentiality
2. Listening and respect
3. Participation and sharing
4. Honest feedback
5. Open to feedback and new ideas
6. Commitment to learning
7. Willing to change

