



## **Presentation Excellence: Building Dynamic Business Speaking Skills**

In today's business environment, professionals are called upon to make a variety of presentations to an ever wider variety of audiences and settings. Each presentation type has its own needs and special required skills. Presenting requires more than simply imparting information to the audience. A number of factors distinguish a good speaker from a mediocre one. This seminar builds the skills crucial to becoming a good speaker while presenting important financial information. In this skills-driven training, the participant receives individual coaching and group feedback. Real, business-based subject matter serves as the platform for practical sessions. This seminar provides a hands-on experience that is immediately applicable to the speaking assignment while respecting the individual's professionalism, experience and individual competencies. A customized, practical guidebook, *The Art of Public Speaking*, is provided. Each participant is required to deliver a presentation of varying lengths from three to five times during the seminar. Each presentation is followed by instructor feedback. The class is also invited to offer critiques.

### **Available Session(s):**

15-SEP-2008 -- 15-SEP-2008 New York USD \$1475  
NY Institute of Finance - 9:00am - 4:30pm Mon  
Midtown  
Instructor(s):[William Moran; ]

### **Targeted Audience**

Professionals from across the organization who need to deliver presentations in a variety of situations and to different audiences. The overall task is to effectively communicate with confidence and authority. Each participant will be required to deliver a presentation - of varying lengths - from three to five times during the seminar. Each presentation will be followed by instructor feedback. The class will also be invited to offer critiques.

### **Special Offer**

Clients who register for this course will receive a complimentary 6 month subscription to the Financial Times and FT.com. The Financial Times is the world's most respected financial newspaper providing a broad assessment on finance, business and the

industrial sector. Subscriptions will start within 6-8 weeks of the application process, and are limited to one per client. For questions about your subscriptions call 800-628-8088 or email [uscirculation@ft.com](mailto:uscirculation@ft.com). US and Canada enrollees only.

## **Advance Preparation**

No advance preparation required.

## **Learning Objectives**

Students will be able to:

- Develop and improve public speaking skills
- Help the participant make the transition from "business expert" to presenter
- Increase confidence and presence in front of an audience
- Develop the ability to impart knowledge and encourage active participation (if applicable)

**Level:** Basic

**CPE Credits:** 7.0

**Instructional Method:** Group-Live

## **Detailed Outline**

### **Fundamentals of Speaking Skills**

- Crafting the presentation to get the point across quickly and effectively
- Working with the individual's speaking style
- Delivering with energy and passion

### **At the Podium**

- Mastering the physical mechanics of speaking to deliver the message
- Putting stress and nerves to work
- How to deliver good news and bad news with authority and confidence
- Delivering a presentation while seated

### **Before and After**

- Strategies for measuring progress
- Identifying areas for improvement and building skills

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