

STRATEGIES FOR DEVELOPING EFFECTIVE PRESENTATION SKILLS

Develop your presentation skills to transform yourself from inexperienced speaker to skilled presenter.

Seminar #2519

Overview

Unstable economic times can mean fast and frequently unexpected organizational changes, greater responsibilities and new projects and initiatives. Being a confident, polished speaker is not only necessary but well-advised in order to communicate such matters effectively and persuasively. In this 3-day seminar, you'll develop your presentation skills and learn how to present your ideas with conviction, control and poise—and without fear. You'll gain the specific presentation skills and direction you need to become comfortable with your own style. And you'll receive expert advice on how to handle especially challenging situations. Most important, you'll gain presentation skills by making actual presentations.

Schedule

- [3] days
- [3] days - \$2,195 Non Members
- [3] days - \$1,995 AMA Members
- [3] days - \$1,708 GSA

Credits

1.8 CEU /18 PDU

Schedule

We have 34 scheduled sessions located nationwide starting between 5/30/2012 - 2/13/2013

| Date | Location | Duration |
|-----------------------------|-----------------------------|----------|
| May 30, 2012 - Jun 1, 2012 | San Francisco, CA | 3 Days |
| Jun 6, 2012 - Jun 8, 2012 | Chicago, IL | 3 Days |
| Jun 11, 2012 - Jun 13, 2012 | New York, NY | 3 Days |
| Jun 20, 2012 - Jun 22, 2012 | Arlington/Washington DC, DC | 3 Days |
| Jul 9, 2012 - Jul 11, 2012 | New York, NY | 3 Days |
| Jul 16, 2012 - Jul 18, 2012 | Arlington/Washington DC, DC | 3 Days |
| Jul 18, 2012 - Jul 20, 2012 | Chicago, IL | 3 Days |
| Jul 30, 2012 - Aug 1, 2012 | New York, NY | 3 Days |
| Aug 1, 2012 - Aug 3, 2012 | San Francisco, CA | 3 Days |
| Aug 6, 2012 - Aug 8, 2012 | Chicago, IL | 3 Days |
| Aug 13, 2012 - Aug 15, 2012 | Arlington/Washington DC, DC | 3 Days |
| Sep 5, 2012 - Sep 7, 2012 | New York, NY | 3 Days |
| Sep 10, 2012 - Sep 12, 2012 | Atlanta, GA | 3 Days |
| Sep 12, 2012 - Sep 14, 2012 | Arlington/Washington DC, DC | 3 Days |
| Sep 17, 2012 - Sep 19, 2012 | San Francisco, CA | 3 Days |
| Sep 24, 2012 - Sep 26, 2012 | Chicago, IL | 3 Days |
| Oct 1, 2012 - Oct 3, 2012 | Arlington/Washington DC, DC | 3 Days |
| Oct 8, 2012 - Oct 10, 2012 | New York, NY | 3 Days |
| Oct 22, 2012 - Oct 24, 2012 | Chicago, IL | 3 Days |
| Oct 29, 2012 - Oct 31, 2012 | San Francisco, CA | 3 Days |
| Oct 31, 2012 - Nov 2, 2012 | New York, NY | 3 Days |
| Nov 12, 2012 - Nov 14, 2012 | Arlington/Washington DC, DC | 3 Days |
| Nov 14, 2012 - Nov 16, 2012 | Chicago, IL | 3 Days |
| Nov 28, 2012 - Nov 30, 2012 | San Francisco, CA | 3 Days |
| Dec 3, 2012 - Dec 5, 2012 | Atlanta, GA | 3 Days |
| Dec 10, 2012 - Dec 12, 2012 | Chicago, IL | 3 Days |
| Dec 12, 2012 - Dec 14, 2012 | Arlington/Washington DC, DC | 3 Days |
| Dec 17, 2012 - Dec 19, 2012 | New York, NY | 3 Days |
| Jan 7, 2013 - Jan 9, 2013 | New York, NY | 3 Days |
| Jan 9, 2013 - Jan 11, 2013 | Arlington/Washington DC, VA | 3 Days |
| Jan 14, 2013 - Jan 16, 2013 | Chicago, IL | 3 Days |
| Jan 23, 2013 - Jan 25, 2013 | San Francisco, CA | 3 Days |
| Feb 4, 2013 - Feb 6, 2013 | Arlington/Washington DC, DC | 3 Days |
| Feb 13, 2013 - Feb 15, 2013 | New York, NY | 3 Days |

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Tailor your presentation to your audience
- Use relaxation techniques to overcome nervousness
- Learn how to project your voice and use pauses to dramatize your point
- Expertly handle difficult questions and situations
- Communicate with clarity and conviction
- Gain confidence in your presentation skills

What You Will Cover

Balancing Verbal and Nonverbal Messages

- Practice nonverbal impact skills to reduce nervousness and to engage the attention of your listeners
- Make your content clearer and more memorable

Developing and Organizing Presentation Content

- Create an audience profile and set presentation parameters
- Condense a speech outline into notes you can speak from

Preparing to Give the Presentation

- Learn the benefits of rehearsing, adhering to a time frame and speaking from notes
- Reduce stress and speaker's anxiety

Using Visual Aids and Support Materials

- Describe the purpose of visual aids and support materials
- Identify tips for effective composition of visual content and speaker aids

Handling Questions from the Audience

- Explain the importance of the question-and-answer session
- Respond professionally to questions from the audience

Managing the Presentation Environment

- Describe the advantages and disadvantages of different room setups
- Be able to anticipate, avoid and handle equipment problems

Who Should Attend

Everyone who needs to develop their presentation skills, speak in front of groups or sell ideas to others and has little or no presentation experience.

Special Feature

Your presentations will be recorded for playback and review. You can track your presentation skills by seeing for yourself what comes across to an audience. It's a great way to get instant feedback and helpful recommendations. This recording is yours to keep.

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)