Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here’s why that’s an excellent idea.

**AMA Seminars offer your employee:**

- **Extensive practice in a supportive environment.** You really can’t learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.

- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What’s more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.

- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.

- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we’re not just saying that—our customers agree: 98% of participants would come back for another course.

Still feel like you can’t spare your employee for a training session? Take a look at our live online courses which minimize time away from work.

Either way, remember that we don’t lecture—we accelerate performance.

*Need help?* Contact 1-877-566-9441 or visit [www.amanet.org/2868](http://www.amanet.org/2868)
Presentation Skills Workshop

Transform yourself from inexperienced speaker to skilled presenter.

In this 1-day seminar, you’ll learn to communicate effectively and persuasively and become comfortable with your own style. Develop key presentation skills and learn how to present your ideas with conviction, control, and poise—and without fear. Plus receive expert advice on how to handle especially challenging situations. Best of all, you’ll gain confidence by making presentations.

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 so content is clear and memorable and you engage listeners
- Developing and organizing presentation content using an audience profile and set presentation parameters
- Turning a speech outline into notes
- Preparing to give the presentation by rehearsing, adhering to a time frame, and speaking from notes
- Reducing stress and speaker's anxiety
- Using visual aids and support materials
- Handling questions from the audience
- Managing the presentation environment so you can 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

PRE-WORK REQUIRED
You will need to complete two pre-work exercises and bring them with you to class.
Exercise 1: Self-Introduction Worksheet and Exercise 2: Presentation Plan Guidelines -- parameters to follow in order to draft a five-minute presentation.

Throughout the workshop, you will practice and apply what you’ve learned, hone
your presentation skills, self-assess and receive feedback, and update and deliver your five-minute pre-work presentation. Your presentations will be recorded for playback and review, so you can see for yourself how you come across to an audience. It's a great way to get instant feedback and helpful recommendations. This recording is yours to keep.

**Schedule**

- [1] days - $1,245 Non Members
- [1] days - $1,095 AMA Members
- [1] days - $1,037 GSA

**Credits**

0.6 CEU

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