

It's Showtime! Delivering Effective Presentations

Wednesday, March 9, 2011, at the U.Va. Richmond Center, 8:30 am–3:30 pm



Program Preview

Effective presentations take planning and practice—whether there are 2, 20, or 200 people in your audience. In order to sell your ideas or convey your message, you have to grab your listeners' attention and hold it. This workshop will prepare you to speak in public with confidence. You'll learn how to define your audience, determine your key objective, structure the content, create a strong beginning and end, maintain your focus, and use visual aids. You'll be able to practice a variety of techniques during the session by preparing and delivering a short presentation. Participants should come with an idea and related information to use in developing and delivering a 10-minute presentation.

This workshop will help you to

- ▼ identify the basics of Adult Learning Theory
- ▼ analyze your audience
- ▼ prepare a presentation outline and design appropriate handouts
- ▼ recognize the 10 deadly sins when making presentations
- ▼ look at the why and how of audio visual aids
- ▼ calm the butterflies and survive stressful situations

About the Trainer

Cindy Taylor is a learning consultant with Chesterfield University where she teaches courses through the schools of Quality and Continuous Improvement, Leadership and Personal Effectiveness, and Policy and Practice. She implemented the county's first Employee Relations Unit. After 25 years of human resource management, Cindy's areas of expertise include employee relations; organizational development, training, and evaluation; mediation; professional certification; facilitation; and the MBTI®. An active member of the International Public Management Association for Human Resources (IPMA-HR), Cindy is a contributing author to Leadership Secrets of Local Human Resource Officials published by ORACLE and the IPMA-HR.

Cindy has a B.A. from Virginia Tech and an M.A. in public administration from George Mason University.

Who Should Attend

Anyone whose job requires making formal presentations

Program Details

Date & Time

Wednesday, March 9, 8:30 am–3:30 pm

Location

U.Va. Richmond Center, 804/662-7464
2810 N. Parham Road, Suite 300, Richmond VA 23294
<http://www.scps.virginia.edu/richmond/>

Travel Directions

<http://www.scps.virginia.edu/maps/ridirections.htm>

Cost

\$75, includes course materials.
Payment or PO# must accompany registration.

Cancellations

A \$20 fee will be charged for cancellations made by March 2. Cancellations after that date and no-shows will be charged the full registration fee.

New Online Registration!

Please call the Virginia Institute of Government at 804/371-0202 for your account password.

Then you can register online at:

<http://www.coopercenter.org/customer-portal>

Credit cards are only accepted with online registration.

For more information, please visit
www.VaInstituteofGovernment.org

Onsite Training

Let us bring the classroom to you. For details contact Billie Easton < bee2u@virginia.edu > 804/371-0202.

Questions?

Contact Danika Mansfield < dgm9h@virginia.edu > or Billie Easton < bee2u@virginia.edu > or call 804/371-0202.

Registration Form

Please submit only one name per registration form.

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Name _____

Title _____

Locality / Agency _____

Mailing Address _____

City _____

State & Zip _____

Phone _____

Fax _____

Email _____

Please indicate any special dietary or physical needs.

Make checks payable to: **Virginia Institute of Government, U.Va.**

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_____ check to be mailed

_____ PO # _____

(Credit cards are only accepted with online registration.)

Fax registration form to 804/371-0234 or mail to

Virginia Institute of Government, U.Va.

700 East Franklin Street, Suite 700

Richmond VA 23219

Attn: Danika Mansfield



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