

EFFECTIVE WORKPLACE PRESENTATIONS

Give your substance a little style.

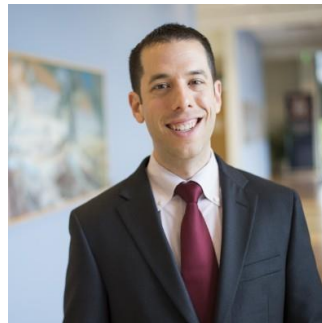


Many of us are not naturally at ease in front of an audience. In order to stand out in the workplace, we must show our colleagues that we can communicate an important message with clarity and conviction. We must put our uncertainties to the back of our mind and focus solely on the opportunity at hand.

In this three-day program, we will focus on the key elements of successful workplace presentations. Through individual and group exercises participants will learn how to eliminate filler words, use their voice and body language, and develop an effective informative briefing. Participants will leave the program with the confidence and skills to present their ideas effectively

FACULTY

Steven D. Cohen is an associate professor and the Faculty Director for Business Communication at the Johns Hopkins Carey Business School. He is an accomplished scholar and dynamic trainer who has brought research-based insights to companies in a wide range of industries. Dr. Cohen has been quoted in media outlets such as the Financial Times, Slate, Huffington Post, Inc., New York Magazine, and NBC News. He also was featured in the BBC Radio documentary, "Churchill's Secret Cabinet."



Dr. Cohen's work has appeared in national and international publications, including College Teaching, Communication Teacher, The International Journal of Listening, Listening Education, Relevant Rhetoric, and Toastmaster magazine. He has presented his research at top-tier academic conferences, such as the National Communication Association Convention and the Association of American Colleges & Universities Annual Meeting. Dr. Cohen is the author of two books, Public Speaking: The Path to Success and Lessons from the Podium: Public Speaking as a Leadership Art. Prior to his academic career, Dr. Cohen was an assistant vice president and team leader at Bank of America and later became a senior strategy consultant at IBM Global Business Services. He holds a PhD in communication from the University of Maryland and a master's degree in public policy from Harvard University.

WHO SHOULD ATTEND

This program targets individuals who want to improve their workplace presentation skills. It is especially appropriate for professional who regularly deliver presentations at work. Individuals in both public-facing and internally oriented roles will find this program directly applicable to their professional endeavors.

TUITION

\$3,800 for the 3-day course

20% discount to JHU and JHHS employees \$2,560

JHU employees may use tuition remission for the seminar

LOCATION

Locations may vary. Please check the registration details and your email for location.

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Course Agenda

DAY 1

8:30AM-9:00AM	REGISTRATION AND BREAKFAST
9:00AM-12:00PM <i>(Including a Coffee Break)</i>	MORNING SESSION: Preparing to Speak <ul style="list-style-type: none">▪ Building confidence & exercising leadership
12:00PM-1:00PM	LUNCH AND AFTERNOON PREPARATION
1:00PM-4:00PM <i>(Including a Coffee Break)</i>	AFTERNOON SESSION: Presentation Principles <ul style="list-style-type: none">▪ Developing an information briefing▪ Supporting your ideas▪ Using Power Point effectively

DAY 2

8:30AM-9:00AM	BREAKFAST
9:00AM-12:00PM <i>(Including a Coffee Break)</i>	MORNING SESSION: Connecting with your listeners <ul style="list-style-type: none">▪ Analyzing your audience▪ Eliminating filler words▪ Making your audience care
12:00PM-1:00PM	LUNCH AND AFTERNOON PREPARATION
1:00PM-4:00PM <i>(Including a Coffee Break)</i>	AFTERNOON SESSION: Delivering the presentation <ul style="list-style-type: none">▪ Training your voice▪ Using nonverbal cues▪ Informative briefing workshop

DAY 3

8:30AM-9:00AM	BREAKFAST
9:00AM-12:00PM <i>(Including a Coffee Break)</i>	MORNING SESSION: Workplace presentations <ul style="list-style-type: none">▪ Informative briefings (Group A)▪ Debriefing & responding to questions
12:00PM-1:00PM	LUNCH AND AFTERNOON PREPARATION
1:00PM-4:00PM <i>(Including a Coffee Break)</i>	AFTERNOON SESSION: Workplace presentations <ul style="list-style-type: none">▪ Informative briefings (Group B)▪ Debriefing & mastering the techniques