

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

WHAT YOU WILL LEARN

- Develop compelling informational briefings
- Speak to a variety of audiences
- Use nonverbal communication (face-to-face or virtually) to enhance delivery
- Create effective visual aids
- Build confidence and manage public speaking anxiety

FACULTY

Alexa S. Chilcutt, PhD is an award-winning faculty member of the College of Communication and Information Sciences and director of the Public Speaking Program at the University of Alabama. Chilcutt is an expert in public speaking, impression management, and leadership. Her research on organizational impression management and leadership communication has been published in Public Relations Journal, Journal of the American Dental Association, Academy of General Dentistry, Impact magazine, and MedEdPORTAL. Chilcutt is the author of the book "Engineered to Speak: Helping You Create and Deliver Engaging Technical Presentations" published by Wiley IEEE Press' Professional Series



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

Virtual

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Course Agenda

DAY 1

MORNING SESSION: Synchronous
9:00AM-12:00PM
(Including Breaks)

- Introduction & Opening Exercise
- Building Communication Confidence
- Asking the Questions
- Developing an Informative Briefing

AFTERNOON SESSION: Asynchronous
1:00PM-4:00PM

- Topic Development
- Audience Analysis
- Coursework Preparation – Topic Identification
- Reading (web article: *Learning Charisma*)

DAY 2

MORNING SESSION: Synchronous
9:00AM-12:00PM
(Including Breaks)

- Topic Breakout Rooms
- Creating Effective Visual Aids
- Developing Delivery – Body Language & Use of Voice
- Virtual Presentation Tips

AFTERNOON SESSION:
Asynchronous/Coaching Appointments
1:00PM-4:00PM

- Virtual Presentation Tips
- How to Practice Effectively
- Build Slides and Refine Informative Brief

* *Dr. Chilcutt available for individual coaching appointments*

DAY 3 – Presentations and Feedback in Small Groups

9:00AM-10:00AM Synchronous Everyone

Final Practice, Stress Reduction, & Providing Constructive Feedback

10:00AM-11:00AM Group A
11:00AM - 12:00PM Group B

- Informative briefings (Group A)
- Informative briefings (Group B)

1:00PM-2:00PM Group C
2:00PM-3:00PM Group D

- Informative briefings (Group C)
- Informative briefings (Group D)

3:00PM – 4:00PM Synchronous Everyone

- **Debriefing & Continued Professional Development**