Many of us are not naturally at ease in front of an audience. However, 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 assistant professor and the academic program director for Executive Education at the Johns Hopkins Carey Business School. He is an accomplished scholar and dynamic trainer who has brought research-based insights to clients in a wide range of industries. Dr. Cohen has been quoted in publications such as the *Financial Times, Slate, Huffington Post, Inc.*, and *New York Magazine* and 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 business leaders, consultants, faculty/staff members, project managers, and salespeople 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.

**FEES**

- $3,800 for the 3-day seminar
- 20% discount to JHU and JHHS employees $3,040
- JHU employees may use tuition remission for the seminar

**LOCATION**
### Course Schedule

#### DAY 1
8:30AM - 9:00AM  |  REGISTRATION AND BREAKFAST
9:00AM - 12:00PM | MORNING SESSION (INCLUDING A COFFEE BREAK)

**PREPARING TO SPEAK**
- Introducing Yourself
- Building Confidence
- Exercising Leadership

12:00PM - 1:00PM  |  LUNCH AND AFTERNOON PREPARATION
1:00PM - 4:00PM   |  AFTERNOON SESSION (INCLUDING A COFFEE BREAK)

**PRESENTATION PRINCIPLES**
- Developing an Informative Briefing
- Supporting Your Ideas
- Using PowerPoint Effectively

#### DAY 2
8:30AM - 9:00AM  |  REGISTRATION AND BREAKFAST
9:00AM - 12:00PM | MORNING SESSION (INCLUDING A COFFEE BREAK)

**CONNECTING WITH YOUR LISTENERS**
- Analyzing Your Audience
- Eliminating Filler Words
- Making Your Audience Care

12:00PM - 1:00PM  |  LUNCH AND AFTERNOON PREPARATION
1:00PM - 4:00PM   |  AFTERNOON SESSION (INCLUDING A COFFEE BREAK)

**DELIVERING THE PRESENTATION**
- Training Your Voice
- Using Nonverbal Cues
- Informative Briefing Workshop

#### DAY 3
8:30AM - 9:00AM  |  REGISTRATION AND BREAKFAST
9:00AM - 12:00PM | MORNING SESSION (INCLUDING A COFFEE BREAK)

**WORKPLACE PRESENTATIONS**
- Informative Briefings (Group A)
- Debriefing
- Responding to Questions

12:00PM - 1:00PM  |  LUNCH AND AFTERNOON PREPARATION
1:00PM - 4:00PM   |  AFTERNOON SESSION (INCLUDING A COFFEE BREAK)

**WORKPLACE PRESENTATIONS**
- Informative Briefings (Group B)
- Debriefing
- Mastering the Techniques

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