

HOW TO SPEAK BEFORE A GROUP

(...and Live to Tell About It!)

“Putting Finesse and Flair into Your Presentation”

(alternative title)

Learn to speak with more confidence and flair in front of both large and small groups. In this practical-strategies workshop, you will learn how to make an effective presentation and how to deliver your message in a way that interests and motivates your audience. Discover options for attention getting openings and closings.

Objectives: Participants will learn:

Characteristics of an effective presentation
Strategies to **get and keep audience attention**
Tips on how to **make an impact on your audience**
Eight ways to close and eight ways to open

What Makes an Effective Presentation

The **4 C's** of Public Speaking

Capitalize on Your Individual Strengths

HOW You Say It! (Tips for an Effective Delivery)
Strategies that Help You Make an Impact on Your Audience
Getting and Keeping Audience Attention

Logistics That Can Make It or Break It

Make It A Moving Experience – Get Your Group Involved

How to Close and How to Open
(Ways to Make an Immediate and Lasting Impression)
Where To Go From Here

GO OUT AND MAKE A DIFFERENCE!

“You’ve helped me do something I never thought I could do.... speak before 550 people at the Southeastern Conference of Kentucky Fried Chicken.”

Ray Brewer
Franchise Owner of 13 stores
Greenville, NC

“You are a dynamic speaker. I learned so much during your session! Not only do you teach the tools to become a public speaker or even a better public speaker, but you practice what you preach! The next day I had to introduce a speaker. The tips you provided us the day before helped me feel at ease and confident in myself. Thank you. I will remember your session every time I have to speak in front of an audience.

Dee Hammond, CMC
City of Laurinburg

“You really made our Master Municipal Clerk Academy a valuable and enjoyable learning experience. I think all the attendees took home some very important information that they could use immediately in their professions. Everyone really appreciated how you related the material to real life situations and that you took the time to tailor your presentation to provide the most benefit for us.”

“On a personal note, thank you for making me look good as this years Program and Education Chair! All I did was suggest having you for our speaker and you did the rest! You truly are “Wow, Kathy Sprau’!”

Carmen K. Miracle, CMC
City Clerk, City of Jacksonville