

Agenda

Day 1

Morning

Substance

Introductions

Organizing the Presentation

*Speech: A Business Presentation**

Staging

Visual Impact

Uses and Abuses of Visual Aids

12:15 - 1:15

Lunch

Afternoon

Style

Visual Aids Practice

Eye Interaction

*Speech: A Business Presentation (Repeat)**

Gestures / Stance / Movement / Facial

Animation

Day 2

Morning

*Impromptu Speaking**

*Dealing with Hostile Questions**

The Wrap-Up

Pause and Voice

12:15 - 1:15

Lunch

Afternoon

Speech: Business Topic with

*Optional Visual Aids**

Handling Audience Disruptions

Pattern Disruption

Introductions

Summary and Program Evaluation

**Private Coaching*

