

# Attorney Presentation Skills Workshop

Featuring *Shelley Bamberger*

**Monday, November 2, 2015**

8:30 a.m. Registration & Continental Breakfast

9 a.m. to 12:15 p.m. Program

3.0 Hours CLE credit & 3.0 Hours NLT Credit

**Location:**

Office Key Blue Ash — Westlake Center

455 Lake Forest Drive, Suite 650

Cincinnati, OH 45242



## Stop Talking and Start Communicating

Attorneys talk too much. Wait! Let me rephrase that.

Attorneys spend a lot of time talking — and not enough time communicating.

Whether you're advising clients, working on transactions, researching a complex issue, or presenting in a courtroom, presentation skills are vital to your success.

## Agenda

**9 a.m. Top Ten Workshop**

- 1) Know Your Audience
- 2) Rehearsal
- 3) Nerve Control
- 4) Delivery Style
- 5) Non-Verbal Elements
- 6) Your Voice
- 7) Visual Support
- 8) Handle Challenging Participants
- 9) Anticipate Technical Complications
- 10) Q&A

**10:15 a.m. Instructions for presentation preparation**

(Each attendee will receive a scenario.)

**10:30 a.m. Break**

**10:45 a.m. Preparation Session**

**11 a.m. Presentations and Feedback**

**12:15 a.m. Adjourn**

## This Presentation Skills Workshop is for litigators, mediators, counselors — all lawyers.

In this workshop, you will learn how to:

- improve I-to-I communication with clients
- conduct more effective conference calls
- present better to both small and large groups

## It's a positive, constructive workshop environment.

My workshop is designed to help you present with confidence and gain buy-in from your audience.

This workshop will improve your ability to communicate through sharper focus, clearer messaging, and enhanced persuasive skills. While most attorneys go into the courtroom or boardroom prepared with legal information, their presentations still fall short due to inadequate persuasion skills and/or ineffective visual support.

This is an interactive workshop. Attendees will volunteer to present and receive group feedback in a fun, yet effective format. Attendees will learn to:

- present with confidence and exude leadership
- communicate using principles of adult learning
- build more effective visual support
- overcome nervousness and avoid bad habits
- exercise a variety of delivery styles
- use gestures effectively
- employ facial expressions and vocal variety
- improve appearance and style
- engage audience and establish a connection
- avoid information dumping
- conduct an effective Q&A

Please join me and sharpen your presentation skills! ~  
Shelley Bamberger

## About the Presenter:



**Shelley Bamberger** brings a rich and varied background to her work as a coach. Having worked as an account supervisor in an advertising agency, she understands the importance of persuasive presentations. As a classically-trained actress/singer and a former radio-television personality, she views presentations as “performances” – involving not only strong content, but a convincing delivery style.

## CLE Credit

This Seminar qualifies for CLE credit as follows:

**Ohio & Pennsylvania:**

3.0 Hours General Credit  
3.0 Hours Ohio NLT Credit

**Kentucky & Indiana:** 3.0 Hours General Credit *pending*

At the attendee’s request, documentation will be provided for self-reporting to other jurisdictions.

## Parking and Directions

Parking at the Westlake Center, Office Key’s Blue Ash location, is free. The Westlake Center is located at the corner of Reed Hartman Highway and Glendale Milford Road with quick access from I-71, 75 & 275.

For more information on parking and directions, please visit [www.officekey.com/contact](http://www.officekey.com/contact).

## Registration



### 4 easy ways to register

**Online:** [www.cincybar.org](http://www.cincybar.org) (with credit card #)



**Mail to:** Cincinnati Bar Association / CLE Dept.  
225 E. 6th St., 2nd Fl., Cincinnati, OH 45202  
Checks payable to Cincinnati Bar Association



**Fax:** (513) 381-0528 (with credit card #)



**Phone:** (513) 699-4028 (with credit card #)

Advance registration is advised. Walk-in registrations will be limited to available seating space.

### Attorney Registration Fees

By October 19	After October 19
CBA Member \$125	CBA Member \$140
Non-Member \$170	Non-Member \$185

### New-Lawyer & Law Student Registration Fees

CBA Member New-Lawyer Training	\$45
Non-Member New-Lawyer Training	\$75
CBA Law Student Member	\$25

*Non-Attorney Legal Professional: 50% off applicable attorney registration fee (based on CBA membership status of non-attorney); please check “Other Legal Professional” box below.*

### Presentation Skills • November 2, 2015

Attorney    Law Student    Other Legal Professional

Name(s) \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Enclosed is my check in the amount of \$   
made payable to the Cincinnati Bar Association.

Please charge my credit card the amount of \$   
 Visa    MasterCard    Discover    Am. Express

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV Number \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

*Cancellations received by noon the business day prior to the seminar will be refunded less a \$25 processing fee. Individuals who cancel after this time will receive electronic course materials in lieu of a refund.*

*If you have any special needs addressed by the Americans with Disabilities Act, please let us know at least one week prior to the seminar.*

*Registrants, instructors, exhibitors and guests attending CBA meetings agree they may be photographed during the event. Photographic materials are the sole property of the CBA, and the CBA reserves the right to use attendees’ names and likenesses in promotional materials without providing monetary compensation*