

MAKING AN IMPACT: CREATING EFFECTIVE PRESENTATIONS AND MEETINGS



April 27-29, 2009

Dallas, Texas

The ability to effectively influence others is essential in today's work environment. Do you want greater impact in meetings, during client presentations or with employees? Do you want to increase your public speaking confidence and skills toward targeted results? Then this workshop is for you.

Key Program Objectives:

- Identify and practice the keys to success in public speaking
- Increase comfort and confidence
- Analyze your audience for targeted solutions
- Understand and manage group dynamics in meetings



Program Description

This program provides an informative, fun and interactive setting for SMACNA contractors to increase their confidence and impact in public speaking and meeting management. Each participant will have the opportunity to be videotaped a minimum of two times and will receive private coaching from the instructors in addition to peer feedback.

Program Objectives:

- Identify and apply 5 keys to effective speaking in presentations and meetings
- Practice high impact techniques to increase influence in front of clients
- Develop impromptu speaking skills
- Apply strategies to better analyze your audience
- Identify best practices to prepare for meetings
- Learn relaxation techniques to increase confidence & minimize fear
- Understand and practice managing group dynamics in meetings

Target Audience

The target audience for the program includes owners, project managers, estimators, and other management employees. Prerequisites, training and/or previous experience is not necessary.

Instructor

Kathy de Jong, Principal of Performance Management, has over 15 years' experience in the formation, training, and development of effective leaders and teams. Prior to founding Performance Management, Kathy was a Regional Business Development Director and Area Vice President for Adecco, the world's largest staffing firm. She is a contract trainer and instructional designer for San Jose State University and the University of the Pacific. Additional customers that Kathy has partnered with include: AT&T, Comcast, Cisco, Genentech, Motorola, Kaiser Permanente, and Wells Fargo. She has enjoyed her collaboration with the Bay Area Chapter of SMACNA for over 5 years and has presented several seminars on topics such as "Getting Beyond No" and "How to Talk so People Will Listen" at SMACNA's National Conventions.

Kathy has served on the Board of Directors for the East Bay Chapter of American Society for Training and Development and is a current Board member for DPIE, a non-profit organization that fosters business and education partnerships. She holds a BA in Public Policy from Sacramento State University and a Certificate of Training and Human Resources Development from UC Berkeley.



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April 27-29, 2009 – Preliminary Schedule

Sunday

Evening - Welcome Reception

Monday

Morning Session - Create Greater Influence

- Intro to The 5 Keys of Presenting
- Knowing Your Audience
- Features and Benefits & Building Your Influence

Afternoon Session - Public Speaking Practice

- Relaxation Techniques
- Maximizing Verbal, Vocal & Visual Communication
- Video taped Small Group Practice & Feedback

Evening – Group Dinner

Tuesday

Morning Session - Presentation Practice

- Organizing Your Presentation
- Small Group Video Taped Practice
- Spontaneous Speaking

Break

- One-on-One Coaching Sessions

Afternoon Session – Impact at Meetings

- Best Practice Meeting Strategies
- Lead & Influence Managing Group Dynamics in Meetings

Evening – Group Dinner

- One-on-One Coaching Sessions

Wednesday

Early morning

- One-on-One Coaching Sessions

Morning Session - Influencing Clients

- Client Case Study
- Features and Benefits Presentation
- Action Plan & Wrap-Up

Also included in the schedule: Sunday evening reception and breakfast, lunch and dinner throughout the program.

Register Early – The Program Will Be Limited To 15 Participants.

For more information on the program:
Contact Bridgette Bienacker at SMACNA
E-mail: bbienacker@smacna.org



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Registration Form

To reserve your place in the 2009 Making An Impact Program, return this registration form and payment of \$1,685 no later than March 23, 2009. Cancellations: In the event of a cancellation before March 23, 2009, all tuition is refundable. For cancellations after March 23, 2009, there will be a \$300 cancellation fee.

Registration Fees and Accommodations

The \$1,685 registration fee includes meals, materials, and planned activities. Accommodations are paid separately.

Name: _____ Company: _____
Address: _____ City/State/Zip: _____
Phone: _____ Fax: _____
Nickname for Badge: _____ E-mail: _____

Registration Fee: \$1,685/person

Payment:

Check (payable to "SMACNA") _____ Charge: _____ VISA _____ MasterCard _____ AMEX

Card # _____ Expires: _____

Print name as it appears on card: _____

Signature: _____

Hotel Accommodations: Rate \$165 per night +15% tax. To obtain the discounted room rate at Marriott Dallas/Fort Worth Hotel & Resort, your reservation must be made through SMACNA. A credit card is required to guarantee your hotel reservation. The hotel cancellation policy is 6:00 p.m. date of arrival.

Date of arrival: _____ Date of departure: _____

Special Requests: _____

Guarantee (credit card only):

_____ VISA _____ MasterCard _____ American Express

Card # _____ Expires: _____

Print name as it appears on card: _____

Signature: _____

Return completed registration form by March 23, 2009 to: Attn: John Franco
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