

*delivering effective presentations*



## ICTT's October Supervisors' Connection Delivering Effective Presentations



Successful presentations are critical to delivering important and influential information to your audience. How well your message is delivered and received depends on the learning style of the receiver and how the sender delivers the message.

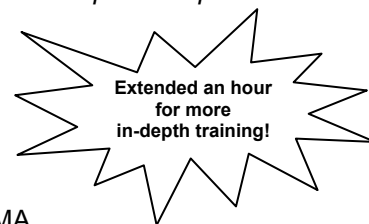
**In this workshop you will learn how to:**

- Match subject matter to your audience
- Use the best format to persuade, influence, and or educate your audience
- Use visual aids and how they can impact your presentation
- Manage stress and stage fright
- Master the skills to transform your presentations

Please come to the workshop with a topic that you would like to present. You will be asked to prepare a PowerPoint presentation. Each presentation should be no more than three minutes in length. To accompany your presentation, a computer will be available, or feel free to bring your own laptop.

*Facilitated discussion is led by Celia Couture, a business and leadership consultant and trainer. Celia will share her experiences running effective meetings based upon 25 plus years as a Senior Manager and Leadership Development Coach.*

**Date:** Wednesday, October 15, 2008  
**Time:** 8:30 a.m. to 4:30 p.m.  
**Cost:** \$159.00 per person  
 (Includes continental breakfast & afternoon coffee)  
**Place** The Institute for Corporate Training and Technology - NSCC  
 Route 62, Elliott St.-100 Cummings Center, Suite 121E, Beverly, MA



Cancellations must be received one week prior to event to receive a refund. Workshop may be rescheduled if minimum enrollment is not met. Inclement weather: Call 978-762-4200 – if school is closed, this event will be rescheduled.

Please complete all questions on this registration form and fax to: NSCC (978) 236-1220 or mail payment and registration form to: **Ms. Cheryl Hines** North Shore Community College – ICTT 181 Elliott Street, The Cummings Center, Suite 121E, Beverly, MA 01915

**Date of Birth:** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ **Gender:** Male Female  
 (Circle one)  
**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_ **Middle Initial** \_\_\_\_\_  
**Street Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Home Telephone** ( ) \_\_\_\_\_ **E-mail Address** \_\_\_\_\_  
**Business** \_\_\_\_\_ **Business Telephone** ( ) \_\_\_\_\_ **Extension** \_\_\_\_\_

Course Code	Sec.	CRN#	Course Title	Date	Time	Cost
CSI085	ACE	95744	Delivering Effective Presentations	10/15/08	8:30 am - 4:30 pm	\$159.00

**TOTAL:** \_\_\_\_\_

**Payment MUST accompany registration form. Please make check payable to: North Shore Community College. MasterCard, Discover or Visa accepted. (circle one)**

**ACCOUNT #** \_\_\_\_\_ **EXPIRATION DATE (mo)** \_\_\_\_\_ **(yr)** \_\_\_\_\_

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