

10270 Old Columbia Rd., Suite 100,
Columbia, MD 21046
410-381-8660 * FAX 410-381-1558
www.mdworks.com

48 Hour cancellation notice for refund. Not
deductible as a charitable contribution, may be



3 Easy Ways to Register!

*Fax: 410-381-1558

* E-mail: registration@mdworks.com

*Mail to: Maryland Works, Inc.

10270 Old Columbia Rd, Suite 100
Columbia, MD 21046-1854

*If you were asked to make a presentation for an employer or in front of a group...
Would your heart race? Your stomach feel knotted? You feel worried about what to say?*

Polished Presentation Skills

Wednesday, January 18, 2012

9:30 a.m. – 3:00 p.m.

This practical program will enable participants to increase their awareness of the skills needed to plan, structure, and deliver informative and persuasive presentations. Participants will learn about the strategies and skills needed to present their ideas with conviction, control and poise - and reduce negative stress and fear. Emphasis is on those specific skills necessary to become comfortable with your own presentation style. Most importantly, participants will learn about the key components of preparation and practice that are so essential to a polished and professional presentation.

Key Takeaways:

- Organizing material;
- Developing techniques to use nervous energy constructively to convey enthusiasm and naturalness;
- Handling a question and answer session effectively, including adversarial questions;
- Practicing techniques that improve your speaking style;
- Reviewing individual strengths and challenges as a speaker;
- Making the most of your own natural appearance and speaking style;
- Improving your impromptu presentation skills;

Who should attend: People at any organizational level, who, in the course of their jobs, must speak in front of a group, make a presentation sell ideas to others.

Speaker: Joni Daniels is an accomplished and dynamic speaker who has delighted audiences of all sizes for more than twenty years. As a consultant, trainer and entrepreneur, Joni possesses a wealth of career experience from which she draws and develops targeted, relevant and substantive presentations for audiences at all levels of personal and professional development.

Name _____ Title _____

Organization: _____ Email _____

Address: _____ City _____ State _____ Zip _____

Phone ____/____/____ Fax: ____/____/____

___ **Member @ \$75.00** (\$70.00 for each additional attendee from
the same agency)
___ **Non-Member @ 95.00**

Method of payment: ___ Visa ___ Mastercard ___ Check enclosed (payable to Maryland Works, Inc)

Card number _____ Exp _____ CSC Code _____ (3 digit code on back of CC)

Name as it appears on the card _____

Signature _____ E-Mail: _____

Billing Address Associated with Credit Card

ADA Accommodations (please specify) _____ Deadline for special needs is two weeks prior to program date