

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



Maryland Works, Inc.

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

2 Half-Day Training Workshop

Tuesday, March 8, 2016 & Tuesday, March 15, 2016

9:00 a.m. – 12:00 noon

Registration begins at 8:30 a.m.

This two half-day training workshop 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 and make a presentation to 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 @ \$100.00**

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 _____

(Credit Card Receipt will be e-mailed)

Billing Address Associated with Credit Card _____

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