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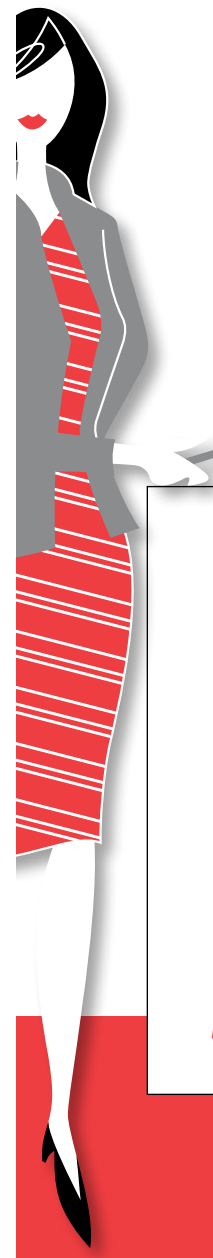
DATED MATERIAL – PLEASE EXPEDITE!



This Highly
Rated Course
Returns!



Minnesota State Bar Association
Continuing Legal Education
"Your State Bar at Work for You"



Presentation Skills for Attorneys

Strategies for Successful Speaking in Any Situation

Experienced attorney and popular instructor **Toni Halleen** teaches you how to be a better presenter:

- Engage your audience – whether that be judge, jury, clients, or your legal department
- Deal with nerves
- Avoid "reading" the presentation
- Handle the unexpected
- Avoid "ums" and other undesirable habits

And much more!

Thursday, July 30, 2009
Minnesota CLE Conference Center
Third Floor City Center
Seventh Street and Nicollet Mall
Minneapolis



"She held my attention ALL DAY."

"Great speaker,
interesting discussion."

"Very practical, 'how to' advice."

In this fast-paced course, you'll learn how to make yourself a better presenter.

Whether we are speaking to a judge, a jury, a board of directors, a group of clients, or the department staff, we must be able to effectively convey our message and connect with our audience. Using instructor Toni Halleen's *Think on the Spot!* techniques, this course is designed to identify and build critical communication skills for attorneys to use in their every day practice.

Learn from a popular CLE instructor who knows how to create an effective learning environment that is – as one attendee put well – "interactive but not uncomfortable."

Toni Halleen is President and Founder of Fun with Law. With over 19 years of experience as an attorney, and over 12 years of comedy performance and teaching experience, Toni brings a unique, fresh and fun approach to continuing legal education. She has worked in private practice and in in-house legal departments, and in both litigation and transactional work. Currently Toni is a partner with the law firm, The General Counsel Ltd., a firm comprised of experienced, former in-house attorneys, providing part-time in-house counsel services to business clients. Toni's seminars are presented across the country, and are designed to build listening, thinking, communication, team-building, and presentation skills for professionals.

Course Outline

"Dynamic & useful."
"Very practical."

The Elements of a Powerful Presentation

- The objectives of any great presentation
- Analyzing, for a particular presentation, how to meet those objectives
- Learning principles from the improv world that can make our presentations more powerful

How to Deliver that Presentation

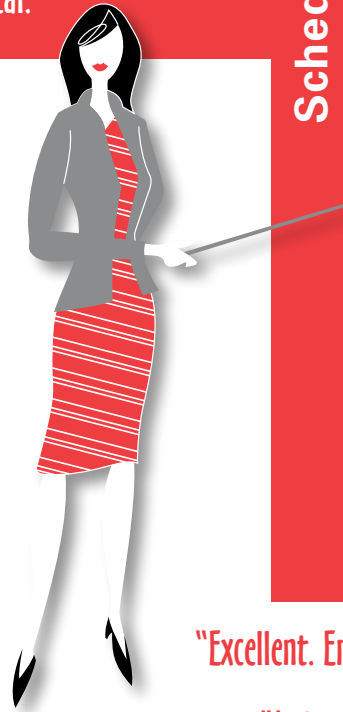
- Managing nerves and gaining confidence
- Becoming a more natural speaker – how to avoid "reading" the speech
- Using your voice for maximum impact
- Using nonverbal tools for maximum impact
- Avoiding "ums" and other undesirable habits

How to Handle the Unexpected

- Handling audience questions
- Handling interruptions
- How to change gears if the unexpected occurs

Applying Principles to Practice via a Mock Presentation Exercise

Throughout the day, attendees will engage in mini-exercises designed to reinforce the principles being taught. The final session of the day will focus heavily on skill building using a mock presentation exercise.



Schedule

8:30 – 9:00 a.m.
CHECK-IN & CONTINENTAL BREAKFAST

9:00 – 10:15 a.m.
Program

10:15 – 10:30 a.m.
BREAK

10:30 – 11:45 a.m.
Program

11:45 a.m. – 12:45 p.m.
LUNCH (on your own)

12:45 – 2:00 p.m.
Program

2:00 – 2:15 p.m.
BREAK

2:15 – 3:30 p.m.
Mock Presentation Exercise

"Excellent. Enjoyable. Useful."

"Active and interactive
without being forced."

"[G]ood information that was well-demonstrated"

Seminar Information

LIVE PRESENTATION

Minneapolis – Thursday, July 30, 2009
Minnesota CLE Conference Center
Seventh Street & Nicollet Mall; Third Floor City Center

CREDITS

Minnesota CLE has applied to the Minnesota State Board of Continuing Legal Education for **5.0 hours CLE credit**.

MATERIALS

There is no course book for this seminar. Attendees will receive two short handouts the day of the program.

CANCELLATION / NO-SHOW POLICY

Paid registrants who cancel their registration at least 72 hours before the program will receive a full credit on their account; if fewer than 72 hours, a \$25 administrative fee will be deducted.

ACCOMMODATION

If you have a disability and need an accommodation in order to attend, contact Minnesota CLE at 2550 University Avenue West, Suite 160-S, Saint Paul, MN 55114 or call us at 651-227-8266 or 800-759-8840.

QUESTIONS?

Please call Minnesota CLE at 651-227-8266 or 800-759-8840 or visit us online at www.minncle.org.

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Thursday, July 30, 2009

Minnesota CLE Conference Center
Seventh Street & Nicollet Mall • Third Floor City Center, Minneapolis

PLEASE "✓" APPROPRIATE BOX BELOW: [Imp] [446-10]

LIVE – 7/30/09:

\$245 MSBA member \$245 paralegal \$295 standard rate

NEW LAWYER DISCOUNT!

I was first admitted to the bar after July 30, 2006, and have deducted \$60 from the registration fee marked above.

I have a Minnesota CLE Season PassSM. Pass # _____

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Phone _____

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Profession, if non-attorney _____

Attorney License Number (if applicable) _____

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Or call: Minnesota CLE at 651-227-8266 or 800-759-8840