



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

Marvland Works, Inc.

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

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