

Powerful Business Communication & Presentation Skills™

overview

Powerful Business Communication & Presentation Skills™ is an experiential workshop that teaches participants to fully engage colleagues and audiences alike by using professional communication and speaking skills. This program focuses on overcoming barriers to communication and using positive communication techniques along with structure, visual and vocal presentation skills.



Through a combination of instruction, demonstration and practice, participants finesse their communication and delivery skills. Instructor feedback after skill-building exercises paves the way to greater mastery. By the end of the workshop, participants feel increased confidence as communicators and can deliver dynamic presentations to even the most challenging audiences with ease.



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TRANSFORMING PEOPLE & PERFORMANCE

workshop benefits

- ▶ Work Easily with Differing Personalities
- ▶ Eliminate Unproductive Communication
- ▶ Master Positive Communication Skills
- ▶ Organize Presentations for Impact
- ▶ Overcome Nervousness
- ▶ Engage Audiences
- ▶ Maximize the 5 P's of Vocal Power
- ▶ Highlight Key Points with Gestures
- ▶ Convey Confidence with Your Body

who should attend

- ▶ All Professionals Who Communicate
- ▶ Managers & Team Leaders
- ▶ Sales & Marketing Professionals

workshop materials

Every participant receives a copy of the *Powerful Business Communication & Presentation Skills™* manual.

1-800-501-1245

info@boldnewdirections.com

www.BoldNewDirections.com

Powerful Business Communication & Presentation Skills™

discount options

Ask about our volume discounts for booking multiple workshops for your company, organization or association conference.

two or three day on-site option

This workshop may be offered in a two or three day format on-site at your company. Contact us for more information or to discuss your organization's unique needs.

book your workshop

Contact us today to discuss pricing and scheduling options that suit your organization.



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day one

- ▶ Mastering Different Personality Styles
- ▶ Overcoming Barriers to Communication
- ▶ Paraphrasing for Clarity
- ▶ Empathizing for Connectedness
- ▶ Separating Fact From Fiction
- ▶ Discovering with Powerful Questions
- ▶ Listening with Improved Results
- ▶ Requesting for Positive Gain

day two

- ▶ Carrying Day One Into Day Two
- ▶ Presenting a Benchmark
- ▶ Creating Audience Receptivity
- ▶ Setting Direction with Organized Structure
- ▶ Infusing With Enthusiasm
- ▶ Persuading with Voice
- ▶ Influencing with Your Body Language
- ▶ Highlighting with Gestures

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