

SpeakEasy

Public Speaking Workshop

This workshop is for anybody who wants to improve their speaking skills in informal and formal situations.

How You will Benefit:

- To enhance the ability to speak one-on-one with others.
- To develop the confidence to feel at ease, speaking socially or small groups such as meetings.
- To practice developing these skills in a safe and supportive setting

What You Will Cover:

- ▶ The Skill of Interactive Listening
- ▶ The Power of Questions
- ▶ Self-Disclosure
- ▶ Body Language
- ▶ Re-designing Yourself for Strength
- ▶ What does Professional Mean?
- ▶ The Art of Conversation
- ▶ Fifteen Ways to Master a Meeting
- ▶ Critical Circumstances and Sticky Situations
- ▶ Controlling Physical & Mental Nervousness

San Diego, CA

LA, CA

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. FEES: \$247.00 per person, plus applicable taxes. *Prices and dates are subject to change.

BE EVERYWHERE
YOU ARE!

Pre-Registration Form:

Hiring Smart

Yes Enroll me now

Participant Name (*Please Print*)

Position

Immediate Supervisor

Organization

Organization Address

ZIP _____ Telephone # _____

Fax _____ E-Mail _____

Be! Everywhere You Are!

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