



Agenda

Presentation Skills Workshop, 2018

November 11-13, 2018
Omni Severin Hotel
40 W. Jackson Place.
Indianapolis, IN 46225

Day 1 – November 11, 2018 – *INTRODUCTION & OVERVIEW*

Time		Session	Location
6:00 pm	- 6:45 pm	Dinner (Casual)	
6:45 pm	- 7:00 pm	Break	
7:00 pm	- 7:15 pm	Look Who's Talking (Program Overview & Introduction) Speaker: Natalie Duncan, MPH	
7:15 pm	- 8:00 pm	Attendee Introductions	
8:00 pm	- 8:30 pm	Sunday Night at the Movies	

Day 2 – November 12, 2018 – *SKILL ACQUISITION*

Time		Session	Location
7:30 am	- 8:15 am	Breakfast	
8:15 am	- 8:30 am	Break	
8:30 am	- 9:50 am	Initial Skills Assessment	
9:50 am	- 11:30 am	Executive Presence Skills <ul style="list-style-type: none"> ▪ Focus for Confidence ▪ Natural Energy 	
11:30 am	- 11:45 am	Break	
11:45 am	- 12:15 pm	Message Organization <ul style="list-style-type: none"> ▪ Consider Your Listeners ▪ Organize Your Message ▪ Forms of Influence 	
12:15 pm	- 1:15 pm	Lunch	
1:15 pm	- 4:00 pm	Delivery Options <ul style="list-style-type: none"> ▪ Tips for Creating and Presenting from PowerPoint ▪ Common Delivery Options 	

Day 3 – November 13, 2018 – *SKILL APPLICATION*

Time		Session	Location
7:30 am	-	8:15 am Breakfast	
8:15 am	-	8:30 am Break	
8:30 am	-	8:45 am Review Day 1 Skills	
8:45 am	-	10:30 am Delivery Skills <ul style="list-style-type: none"> ▪ One-to-One Practice ▪ PowerPoint Presentation ▪ Story ▪ Establishing a Viewpoint 	
10:30 am	-	10:45 am Break	
10:45 am	-	12:00 pm Interacting with Listeners <ul style="list-style-type: none"> ▪ Answering the Question Directly Final Exercise <ul style="list-style-type: none"> ▪ Standing, Speaking from Notes Program Evaluation, Retention Tools, & Close	