



**Professionally Speaking**  
**Craft Engaging Presentations and Deliver them with Confidence**

**February 5, 2016**

**The University of Alabama – Bryant Conference Center  
Tuscaloosa, Alabama**

**Speakers: Dr. Alexa Chilcutt and Dr. Adam Sharples Brooks**

<b>9:00 a.m.</b>	<b>Welcome and Introduction of speakers</b> <b>Brenda H. Truelove, Program Manager, College of Continuing Studies,</b> <b>The University of Alabama</b>
<b>9:05 a.m. – 10:30 a.m.</b>	<b>Clarifying Your Message</b> <ul style="list-style-type: none"><li>• <b>Goals of effective communication</b></li><li>• <b>Audience Analysis</b></li><li>• <b>Organizing with intent</b></li></ul>
<b>10:30 a.m. – 10:45 a.m.</b>	<b>Break</b>
<b>10:45 a.m. – 12:00 p.m.</b>	<b>Crafting Attention Getting Introductions and Powerful Conclusions</b>
<b>12:00 p.m. – 1:00 p.m.</b>	<b>Lunch</b>
<b>1:00 p.m. – 2:00 p.m.</b>	<b>Cultivating Dynamic Delivery</b> <ul style="list-style-type: none"><li>• <b>Visual aids</b></li><li>• <b>Vocal variety</b></li><li>• <b>Non-verbal gestures</b></li></ul>
<b>2:00 p.m. – 3:00 p.m.</b>	<b>Constructing and Delivering Powerful Pitches</b> <ul style="list-style-type: none"><li>• <b>Motivational sales pitch methods</b></li></ul>
<b>3:15 p.m.</b>	<b>Closing Remarks</b>