



## Professionally Speaking Workshop

*Empowering professionals to craft engaging presentations and deliver them with confidence!*

### 9:00 a.m. Welcome

### 9:05 a.m. – 10:30 a.m. Session 1: Crafting Strategic Messages

- Audience Analysis  
*Activity: Three Questions*
- Organizing with Intent
- Crafting Attention Getting Introductions and Powerful Conclusions  
*Activity: Product/Service Pitch (Recorded on participant's cell phone)*

### 10:30 a.m. – 10:45 a.m. Break

### 10:45 a.m. – 12:00 p.m. Session 2: Cultivating Dynamic Delivery

- Non-verbal Gestures  
*Activity: Verbal Filler Game*
- Vocal Variety
- Visual aids  
*Activity: Craft and Deliver Elevator Pitch (Recorded on participant's cell phone)*

### 12:00 p.m. – 1:00 p.m. Lunch

### 1:00 p.m. – 2:00 p.m. Crafting and Delivering Effective Introductions

Prime participants how to give constructive feedback. Participants given 15 minutes to develop introduction to a presentation they would normally give. Then break out into small groups of eight to deliver and work with feedback.

### 2:00 p.m. – 2:15 p.m. Break

### 2:15 p.m. – 3:15 p.m. Overcoming Public Speaking Anxiety & Fielding Questions

- Tips to reduce anxiety
- Approaches to fielding, even difficult, questions effectively

### 3:15 p.m. – 3:30 Wrap-up Questions

### 3:30 Evaluations/Adjourn

**Upcoming Workshop Dates:** The next Professionally Speaking Workshop is scheduled for Friday, August 19, 2016. Alternatively, the Workshop is also available on Friday, February 10, 2017.