Professionally Speaking Workshop
Empowering professionals to craft engaging presentations and deliver them with confidence!
February 10, 2017
Bryant Conference Center--The University of Alabama
Speakers: Dr. Alexa Chilcutt and Dr. Adam Brooks

9:00 a.m.  Welcome and Introduction of Speakers
Brenda H. Truelove, Program Manager

9:05 a.m. – 10:30 a.m.  Session 1: Crafting Your Message
- Goals of Effective Communication
- Audience Analysis
- Organizing with Intent

Or (participants will be divided into two groups)

Session 2: Cultivating Delivery
- Presentation Pitfalls
- Self Awareness
- Take Away
- Vocal Delivery
- Speaker’s Diamond

10:30 a.m. – 10:45 a.m.  BREAK

10:45 a.m. – Noon  Swap Session

12:00 – 1:00 p.m.  LUNCH  Birmingham-Central Room, 2nd floor

1:00 p.m. – 2:00 p.m.  Calming Anxiety
- Practice is Key
- Before the Presentation
- During the Presentation
- Fielding Questions

2:00 p.m. – 2:15 p.m.  BREAK

2:15 p.m. – 3:30 p.m.  Practice and Feedback Session

3:30 p.m.  Closing Remarks and Evaluation Reminder
Brenda H. Truelove