



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