



Simply Put, LLC

*Speak With Confidence, Comfort and Conviction!*

This workshop is for anyone from a beginner to an executive who conducts presentations to individuals and groups of any size and wants to enhance their speaking effectiveness, communication, proficiency, comfort level and overall professionalism. Whether you are conducting a performance review or coaching session, speaking to a coworker or boss, selling products, leading a staff meeting, presenting to the Board of Directors, networking at a community event, or conducting a training session, your communication is the ultimate reflection of your ability, knowledge and talent. Many skills from interpersonal to leadership are put to the test, as well as the ability to perform under pressure, and are visible to the entire audience. Presentation skills not only reflect the level of professionalism, but directly impact the ability of the presenter to influence, persuade and inspire audiences. This class will show participants how planning and practice can replace the stress of public speaking with success in public speaking!

**Structure:**

This program can be structured over 4 hours, a full-day or 2 full-days, depending on the level of skill development you'd like to provide. In addition to classroom instruction and individual practice, brief speaking assignments are given to each participant for presentation to the entire class. In the 2-day program these presentations are video recorded (each participant will be recorded at least 5 times and will receive their video recordings at the end of the class). Immediate feedback from the facilitator and class participants is provided.

**Learning objectives:**

1. Improve overall professionalism by polishing presentation skills.
2. Engage, influence, persuade and inspire audiences.
3. Enhance words, tone and body language to communicate more powerfully and genuinely.
4. Develop techniques and learn preparation steps to ensure success.
5. Replace fear of public speaking with confidence, and turn jitters into jubilation!

**Audience:**

Anyone from a beginner to an executive who makes presentations to individuals and groups of any size and wants to enhance their speaking effectiveness, communications, proficiency, comfort-level and overall professionalism. This is also a perfect program for new managers and those being developed for management.

**Testimonials:**

*"I delivered my most successful presentation ever. I actually enjoyed myself as I was presenting (a first), because I was in control, and I received many compliments after the presentation. The skills and techniques I learned enhanced my presentation skills significantly."* Steve Boulet

*"I am a totally different person after taking this class."* Ananya Chatterjee

*"THANK YOU for the BEST class I have ever taken! You have made a strong impact on me and my choices going further in my life! What amazes me is that you did all that in 2 days! I wish I had more than 2 classes as they were incredibly powerful and have done more for me than you could possibly know. You have inspired me and helped me believe in myself. The rollercoaster ride was truly memorable and will never be forgotten."* Vicki Winnie

*"Your Presentation Skills Workshop to our front-line Development Staff provided us with essential tools and techniques that are invaluable in being a more confident and effective communicator both professionally and personally. You gave us terrific guidance and support while you challenged us to be creative in enhancing our skills. I have experience in making group presentations; however, I was able to be more aware of my verbal and non-verbal areas of improvement through video, peer evaluations, and your one on one coaching. I better understand the importance of preparation and practice because in doing so, my presentations will be more engaging, inspiring, and I will be better able to succeed in my role. Thank you!"*  
Sandra Anthoine



Lee Ann Szelog  
Simply Put, LLC

[www.simplyputllc.com](http://www.simplyputllc.com)

207-549-5151

[lee@simplyputllc.com](mailto:lee@simplyputllc.com)

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