

## PROFESSIONAL DEVELOPMENT PROGRAMS

**AUGUST 12, 2014 8:30 A.M. – 2:00 P.M.**  
**& AUGUST 19, 2014 8:30 A.M. – 12:00 P.M.**

# PROFESSIONAL PRESENTATION SKILLS

While technical skills are important in today's workplace, organizations are increasingly interested in hiring and promoting employees with strong presentation skills. Employees at all levels need to be able to communicate ideas effectively to customers, vendors, co-workers and managers. Regardless of the audience, one thing is for sure: their time is valuable, and they should leave feeling that they are taking away pertinent and applicable information. An intensive look at the three main elements – content, design, and delivery – can help us lay the foundation for value-added presentations time and again.

In session 1, participants will review the fundamentals of presentation skills and have time to develop or improve an actual presentation that they will (or may) be delivering at work. In session 2, participants will deliver a 5-minute segment of their chosen presentation for verbal and written feedback from the instructor and fellow participants.

## THIS PROGRAM WILL HELP LEADERS:

- Think critically to identify audience needs and expectations.
- Structure presentation content for optimal audience engagement and retention of information.
- Design appropriate visual aids for the setting, purpose and audience.



**Nicky Adams**

*Nicky Adams teaches professional communication courses for students across the curriculum and administrative staff at the University of Dayton. She also coordinates the English department's writing internship program to allow students to experience the functions and effects of their writing within the professional workplace.*

*In addition to her role at UD, Adams conducts training sessions for area organizations and businesses on various communication topics through her LLC, Workplace Communication Consulting.*