

PROFESSIONAL DEVELOPMENT PROGRAMS

AUGUST 11, 2015 8:30 A.M. – 2:00 P.M.
& AUGUST 18, 2015 8:30 A.M. – 2:00 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, coworkers 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. 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 is a full-time lecturer in English at University of Dayton, teaching professional communication courses and coordinating the department's Writing Internship Program. She earned her B.S. in Education from Miami University and an M.A. in English with a concentration in Organizational Communication at Wright State University, where she also directed the University Writing Center for five years and taught composition and business writing. Before joining UD, Nicky was an account manager in the Workforce Development Division of Sinclair Community College, where she consulted with area businesses to assess training and development needs and implement related programs for their employees.

Through her LLC, Workplace Communication Consulting, Nicky also conducts corporate training on professional communication topics for academic and corporate clients in the Dayton area.