AGENDA
Effective Presentation Skills Training
September 11, 2019

8:00    Check-in, networking, refreshments

8:30    Welcome & Introductions
        Knowing your Purpose, Objectives, and Audience

9:15    Crafting Your Message

10:30   Break

10:45   Delivering Your Message

12:00   Lunch

12:45   Technical Presentation Slide Design

2:00    Unique Situations

2:30    Break

2:45    Managing the Room

3:30    Putting Your Plan into Action

4:30    Adjourn