

Stand & Deliver: Prepare – Present - Evaluate

Workshop for Faculty and Staff

The opportunity and need to communicate meaningful information to others come to us all.

Are you ready, willing, and able to make your point and your mark?

How will you measure your success and learn from your mistakes?

Curious? Get ready for learning how to stand and deliver for lasting impact.



The secret to effective presentations is preparation, audience awareness, and flexibility. The theme of the message, the timing of it, the size and type of audience, and the logistics may vary. However, knowing what to focus on, how to assess the situation, and being able to go with the flow are sure to help you achieve your goal and truly influence those you are communicating with.

In this course, we'll spend time thinking and playing with ideas, learning from each other, practicing our skills, and laughing at and learning from our mistakes.

"Thank you so much for your time and guidance in your presentation. I personally took a lot from your public speaking training. I was asked to speak at an Anne Arundel County event, and your training helped me to pull it off."

"I am amazed at how much I learned and was able to put into practice immediately."

Upon completion of the workshop, participants will be able to:

1. Define the purpose and objectives for a presentation.
2. Identify and demonstrate various presentation formats.
3. Plan a presentation.
4. Identify and demonstrate key delivery techniques.
5. Evaluate performance and impact.

**Monday
November 7, 2011**

8:30 a.m. – 12:30 p.m.

**University Center
Room 312**

About the Instructor...

Terry Berg, President of Terry Berg Solutions, Inc., is a certified Standards for Excellence consultant. She has 40 years of experience in classroom teaching for youth and training for adults locally, regionally, and internationally. She pinpoints learning needs, tailors learning events to meet those needs, and motivates learners to use knowledge and skills in meaningful and rewarding ways. Her sense of humor and creativity bring energy and fun to the highly interactive learning sessions she conducts. Terry holds an MS in Education and a MA in Liberal Arts from Johns Hopkins University.

Register on the web by October 28th at: www.umbc.edu/training

Spaces are limited and pre-registration is required.



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