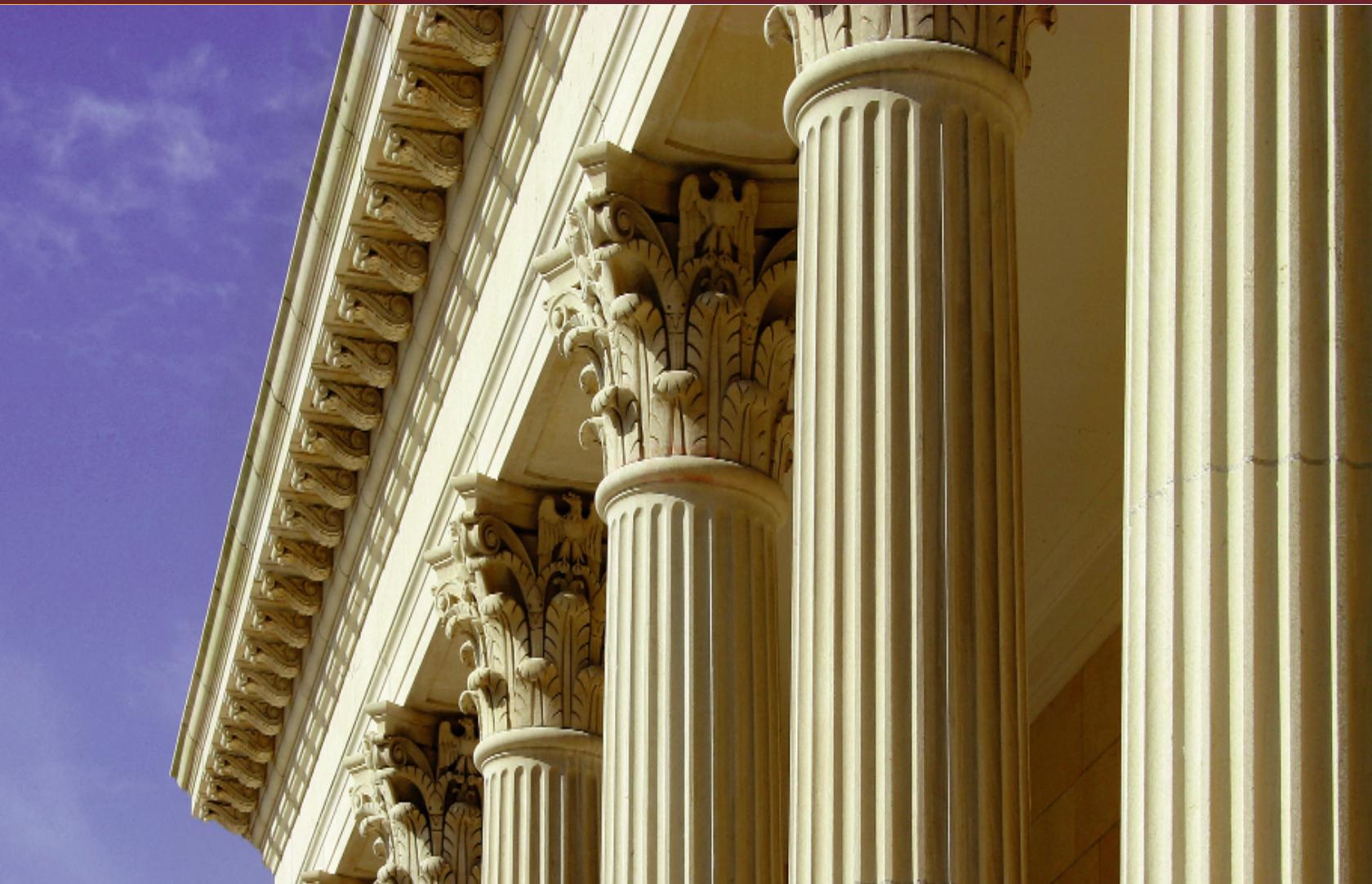


# COMMANDING PRESENCE

ADVANCED  
COMMUNICATION AND  
PRESENTATION SKILLS

## ONE-DAY WORKSHOP PROPOSAL



# **COMMANDING PRESENCE™**

## **One-Day Customized Workshop**

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## **EXECUTIVE SUMMARY**

### ***Commanding Presence™ One Day Customized Workshop***

This is an intensive, personal coaching workshop which provides a substantial improvement in all day-to-day business discussions and meetings, in person and by telephone, as well as training and presentation skills.

The focus will be on preparation of information to be clearly understood and remembered, and on developing natural, personal speaking skills.

Each participant will select two current issues or topics to work on during the workshop.

### ***Learning Objectives***

Participants will improve every aspect of their communication skills, from preparing concise messages and presentations to voice quality, body language, establishing rapport and overcoming speaking anxiety.

After the course, participants will be able to:

- Speak with more effectiveness, confidence and authority in all business and social environments
- Quickly prepare concise, persuasive statements
- Deliver concise and compelling formal presentations to small and large groups
- “Think on your feet”: respond quickly and eloquently to questions and enquiries in meetings, on the telephone and in presentations
- Develop an individual and natural speaking style
- Manage personal stress and communicate effectively under pressure

***Your Coach***

Peter Hiddema is an expert and speaker on negotiation, collaboration, communication, and conflict management.

Building on his association with the Harvard Negotiation Project, the renowned research center dedicated to improving the practice of negotiation and conflict management, Peter has taught, consulted, and spoken about the principles of the methodology in numerous countries on four continents since 1996.



Peter has worked in a wide variety of settings. In the private sector he has trained and advised executives of global Fortune 500 companies on high-stakes negotiations and relationships and has also assisted small local organizations. In the public sector he has worked with the World Health Organization, the Inter-American Development Bank, international non-governmental organizations, as well as universities, national and regional government bodies and indigenous peoples. In addition, Peter has been a Visiting Professor in France and Singapore at INSEAD – The Business School for the World, and has lectured at Queen’s University (Canada and the UK), and Harvard University, among others.

Peter began his career in finance and banking. He worked with the Royal Bank of Canada in Toronto, Canada and London, England. He holds an Honours Bachelor of Commerce Degree from McMaster University, an MBA from Queen’s University (Canada), and an Executive Master’s Degree in Consulting and Coaching for Change from INSEAD (France). Peter speaks 4 languages, has lived in 6 countries on 4 continents, and has traveled through over 50 countries. He is curious by nature and considers himself a perpetual student in the school of life.

**Clients include:** The American Bar Association, NYSE, CPA Canada, Canada Pension Investment Board, Wikipedia, MEA Forensics, The Canadian Bar Association, Canadian Broadcasting Corporation, Shoppers Drug Mart, Canadian Tire Corporation and Sun Life Financial, Astrazeneca LP, Bank of Canada, H.J. Heinz Company, Lafarge, and Loblaws.

## **Content Outline**

### TEXT

- Preparing Material for Specific Issues and Specific Listeners
- Preparing Messages and Presentations to be Heard, not Read
- **Focus™**; How to Think on Your Feet and Respond Confidently and Eloquently to Questions and Enquires

### DELIVERY: HOW TO HAVE A COMMANDING PRESENCE

- Speaking Superbly from Text and Notes
- Leading and Participating More Effectively in Meetings
- Connecting with and Managing Your Listeners
- Delivering Complex Information and Data with Slides or Decks

### PERSONAL PERFORMANCE

- Your Natural Voice - Speaking with Warmth, Energy and Clarity
- Effective Movement and Gestures
- Acquiring a Commanding Presence
- Lifestyle Habits to Increase Personal Energy
- Overcoming Speaking Anxiety

## AGENDA

### INTRODUCTION

#### DISCUSSION

- Excellent speaking skills and poor speaking skills
- The benefits and consequences
- Consensus on workshop objectives

### ELOQUENCE

#### FOCUS™

- Prepare short, clear, memorable messages on current topics and issues
- How to “think on your feet” and respond quickly and persuasively
- Creating your own library of eloquent and persuasive statements for client presentations

Break

- Preparing for meetings
- Advanced listening skills
- Preparing persuasive presentations

Lunch Break

### CHARISMATIC COMMUNICATION

#### THE KEYS TO EFFECTIVE DELIVERY

- Speaking effectively from text and notes
- Effective eye contact
- The power of silence
- Audience interaction

Break

### PERSONAL PERFORMANCE

#### CONTROLLING THE ROOM

- Powerful Powerpoint & visual aids
- Overcoming speaking anxiety
- Managing pre-performance stress
- Natural speaking

End of Workshop

**COMMANDING PRESENCE**

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