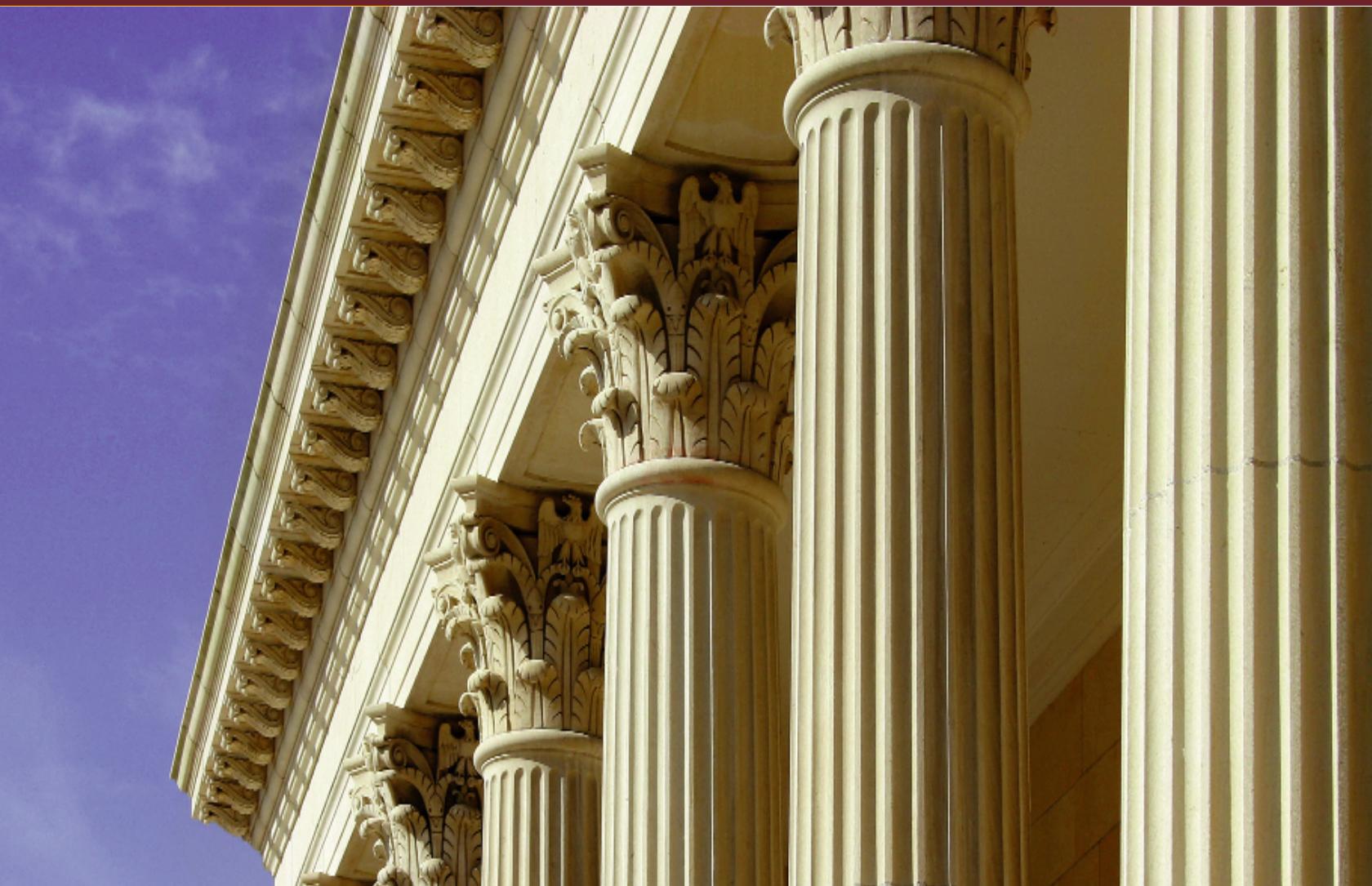


COMMANDING PRESENCE

ADVANCED
COMMUNICATION AND
PRESENTATION SKILLS

CUSTOMIZED HALF-DAY WORKSHOP



COMMANDING PRESENCE™

Half-Day Customized Workshop

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EXECUTIVE SUMMARY

Customized Half-Day Workshop

Commanding Presence™ Customized Half-Day Workshop

This is an intensive, personal coaching workshop which provides a substantial improvement in all day-to-day business discussions, meetings, and presentations both in person and by telephone.

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.

Participants per workshop: 3-50

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 Loblaw’s.

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

HALF-DAY AGENDA

8:30 am Introduction

- **Group discussion:** coaching objectives, individual objectives and personal interests are summarized

9:00 am The FOCUS! Method™

- 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
- **Partnered Work & Coaching:** practice writing Focus Method presentations

10:00am Break

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

10:45 am Connecting With Your Audience

- The keys to effective delivery
- Managing pre-performance stress
- Natural speaking with effective eye contact
- Audience interaction
- **Partnered Work & Coaching:** speaking effectively from notes

11:30 am How to Control the Room

- Overcoming speaking anxiety
- PowerPoint & delivering from slides
- Platform skills

12:00pm Videotaping Feedback Session

- Final coach’s recommendations and Q&A

12:30pm End of Workshop

*Customized Half-Day
Workshop*

FORMAT

Participants will hear short, enlightening lectures, practice communication techniques, and receive feedback from colleagues.

The workshop is fully participative. Each participant will discuss and practice new techniques with partners.

Participants will gain confidence and acquire new skills.

FACILITIES AND EQUIPMENT

The client will provide a min. 800 sq ft. room that is carpeted, naturally lit and quiet for this valuable process. The client will provide a projector, projector screen, flipchart, and the printing of the workbooks.

MATERIALS

The Workbook contains valuable techniques, instructions and tips to enable participants to continuously improve their communication effectiveness. The post-workshop Handbook contains an extensive transcription of all the units and a bibliography of advanced communications and presentation materials.

Customized Half-Day Workshop

COMMANDING PRESENCE

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