



Stand Up and Stand Out!



SUCCESSFUL BUSINESS SPEAKING

COST:

This is a college credit class. Tuition for the ½ unit class is just \$23! Registration is required and can be completed through the Workplace Learning Resource Center.

DATES:

August 4 & 11, 2016

TIMES:

8:00 AM to 12:15 PM

SECTION #: TBA

LOCATION:

Business Resource Center
630 W. 19th Street
Merced, CA 95340

► Starting Off On the Right Foot

- Overcoming Stage Fright
- Establishing Credibility
- Building Rapport With Your Audience
- Persuasion



► Planning Your Presentation

- How To Make Your Presentation More Appealing
- Introductions
- Icebreakers and "Hooks"
- Conclusion – Wrapping It Up
- Body Language and Delivery



► Visual Aids

► Multimedia Presentations

► How to Handle Audience Questions

► 10 Mistakes Presenters Make



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To register, please contact the Workplace Learning Resource Center:
Grace Perez at 209.386.6733 or grace.perez734@mccd.edu