

CUSTOMIZED PRESENTATION COACHING

As a leader in communication training, Shelton & Caudle is well known for our customized hands on training courses. In our highly interactive presentation training, you will learn new ways to make the most of every opportunity to speak to virtually any group, anywhere, anytime.

This is no canned, one-size-fits all training. Each session is individualized, using material you may be working on, have already given or might realistically be presenting down the road. Your presentation is your subject matter for the training. You will have opportunities to practice and build skills in delivering the type of presentations you actually give in your everyday life, especially those that support specific company goals.

- A surefire, three-step process for making sure your presentation supports your own objectives *and* speaks to the interests of your audience
- How to get the attention of your audience – and keep it
- How to use PowerPoint to make your presentation more effective, without letting the PowerPoint overshadow YOU
- How to bridge, in order to move seamlessly from point to point in your presentation
- How many examples it takes to prove your point (Hint: You don't need as many as you may think.)
- The role of your body language and appearance in the amount of information your listeners take away
- How to make sure the room is set up to your best advantage
- How and how many times to practice (Hint: Always do it out loud, not just in your head.)
- How to close your presentation effectively – and give your listeners *subtle* clues that you're finishing up
- How to manage Q&A (and what to do when you offer and the room falls silent)
- What to do on the day of your presentation

Extensive individual attention, targeted practice sessions and sensitive feedback are all hallmarks of our training programs. You leave a Shelton & Caudle presentation training session with increased confidence, both in your abilities and in your presentation materials. For more information or to schedule your session, call (713) 970-2108.

Shelton & Caudle is a division of Vollmer Public Relations, with offices in Houston, Dallas, Austin and New York.