

# LEADERSHIP & MANAGEMENT

**QNET presents:**

## **Leading Successful Presentations**

**Tuesday, March 20, 2018 – 8:15 a.m. to 4:15 p.m.**

**Location: QNET – Suite 660, 175 Hargrave Street, Winnipeg**

Effective presentation skills give us the ability to convey facts and information in a clear, concise and engaging way. Developing your skills to present will allow you to communicate your message as well as focus on your audience's needs.

This workshop will enhance your ability to plan and deliver a well-structured and polished presentation - an ability that can affect your image and success as well as that of your organization.

This full day session focuses on:

- Preparing, presenting and polishing powerful presentations.
- Expressing your ideas so that your audience understands and remembers your main points.
- Capturing and maintaining your audience's interest.
- Overcoming nervousness.
- Handling question and answer periods.

Workshop format: The first half of the workshop focuses on how to plan and prepare for a presentation, and the second half focuses on presentation delivery. Participants will receive individual feedback on their presentation planning, development and delivery skills.

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**Facilitator:** Susan Portelance is an associate of Eclectic Communications – a highly recognized training and consulting company specializing in communication development. Susan brings to the classroom over 10 years of training experience and four years of Toastmasters participation where she has honed her public speaking and leadership skills. Susan has completed training in adult education, presentation skills and coaching skills. Also, she is a Certified Training and Development Professional.

### **This workshop is:**

- An optional course in the 70 credit hour QNET Certificate in Management Development (CMD).
- Eligible for credit in the CAM:OE (Certificate in Applied Management: Organizational Effectiveness) in partnership with the University of Manitoba, Continuing Education.
- Presented by QNET in partnership with APICS Winnipeg Chapter, Manitoba Aerospace and Manitoba Education and Training.

### **Fee:**

- \$369.00 + GST for Members of QNET or APICS or Manitoba Aerospace
- \$439.00 + GST for Non-Members

**REGISTER ONLINE at [www.qnet.ca](http://www.qnet.ca)**



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