



## Time Allocation - Topics

**5%** Explore why our careers, our relationships and our personal success are so inextricably linked to our ability to communicate and connect with others.

**15%** What are the seven major mistakes that presenters make and how can you overcome them?

**15%** Eight things you have to know if you're to achieve excellence as a communicator.

**15%** Identify and learn how to use proven strategies to become more memorable, relevant and engaging and how to overcome the hammock effect.

**15%** How to achieve life by PowerPoint and how to ensure your own personal visual image works for you.

**15%** How to develop your presentation from scratch and explore alternative ways you can structure your message.

**10%** How to ensure question time is handled professionally and how to avoid potential pitfalls.

**10%** Identify seven strategies to influence and persuade customers, colleagues and even your kids.

## Focus

### **Primary - Leadership Development**

Adaptability, Communication, Developmental Perspective, Empathy

### **Secondary - Planning/Organizing**

Problem Identification

### **Tertiary - Executing/Controlling/Evaluating**

Direction

## Level

Introductory

Intermediate

Advanced

FOR REGISTRATIONS PLEASE CONTACT: **Charles E. Truza**

Phone: **+1 (248) 644-3664** Email: **ctruza@michigan-ims.com** Website: **www.ims-online.com**