

How to Be an Effective Presenter

Purpose

You've been asked to make a presentation. Now what? This workshop is designed for you to move from good to great. Learn easy to use tips for connecting with your audience, more effective ways to use media, and how to increase audience participation. Be able to make an impact through both verbal and non-verbal messages.

Date

April 17, 2014, 9:00 am-11:15 am or 1:00 pm-3:15 pm

Location

OU Schusterman Center

The OU Schusterman Center is located at 4502 E. 41st Street, Tulsa, OK. Phone: (918) 660-3000.

Continuing Education Credits

Please note that there are no CEUs offered for this course. This is simply an introductory course to help participants become more effective presenters.

Course Objectives:

- Identify three major sections of a presentation
- Discuss the Do's and Don'ts of presenting
- Review effective presentation techniques

Training Fees

Current ODMHSAS employees are admitted at no charge. The registration fee for non-ODMHSAS participants is \$30. *Payment may be made by check, credit card or money order only. No cash please. **There are no refunds.***

Special Accommodations

Sign interpreters and/or other special accommodations required by disabled participants will be available upon advance request (please allow one week's notice). Please indicate on the registration form the type of special accommodations, if any, you require. For requests, call 405-522-8300.

Space is limited, and only the first 20 registrants for each date will be accepted.

REGISTRATION FORM

How to Be an Effective Presenter (Tulsa)

HOW TO REGISTER

Complete the form below and mail it (with payment, if applicable) to:

By Mail: ODMHSAS, Human Resources Development, 2401 NW 23rd Street, Suite 1F, Oklahoma City, OK 73107

By Fax: Faxed registrations are accepted at **405-522-8320**

Name: _____

Home Phone Number: _____

Occupation or Job Title: _____

Place of Employment: _____

Address: _____

City, State, ZIP: _____

Daytime Phone: _____ **E-Mail Address:** _____

I require special accommodations as follows: _____

OU Schusterman Center-April 17, 2014

9:00 am-11:15 am

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PAYMENT

Please enclose registration payment (\$30). If paying by purchase order (PO), please mail or fax a copy of the purchase order with the name of the attendee(s) included on the PO. If paying by check or money order please make payable to ODMHSAS. Please check all boxes that apply. **No Refunds.**

Total Amount of Payment:\$ _____

FORM OF PAYMENT

Check or Money Order Purchase Order # _____

Credit Card (circle one): Visa/ Mastercard

Credit card # _____

Expiration Date: _____

Cardholder signature: _____