

# Designing & Delivering POWERFUL PRESENTATIONS

Becoming a more polished speaker comes with knowing how to assemble data you know well, in a format that will engage others, and sharing that information in a way that is captivating and informative. At the end of this training participants will have the skills and tools they need to design engaging presentations and deliver them effectively.

## Results You Can EXPECT:

- Design and deliver powerful presentations to get and keep audiences' attention
- Increase your comfort level speaking in front of any group
- Present information clearly and succinctly
- Manage participant involvement. Keep presentations focused and on-track.
- Use your body language and voice to increase your effectiveness
- Use a variety of visual aids effectively

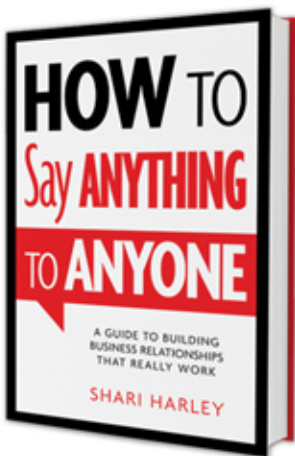
## Course Agenda:

- Get tools and techniques to be comfortable in front of any audience
- Design presentations that are focused, relevant, and engaging
- Use story-telling to share information and be persuasive
- Preparation: How to prepare to deliver an effective presentation every time
- Create and use compelling visual aids: Appropriate uses of PowerPoint, handouts, flipcharts, etc.
- Know your audience: Understand why participants are attending your presentation, how much they know about the subject matter, and what they need to leave satisfied
- Interact well with your audience: Field questions and manage challenging attendees
- Use appropriate body language and physical presence to strengthen your message and credibility



# SHARI HARLEY

SPEAKER  
TRAINER  
AUTHOR



Shari Harley is the founder and President of Candid Culture, an international training and consulting firm that is bringing candor back to the workplace, making it easier to tell the truth at work. Managers tell employees the truth about their performance. Employees ask for what they need. Prospects tell you why they did or didn't hire you. Customers tell you how things are really going, giving you the chance to retain their business.

Shari is known globally as an engaging, funny, content-rich business speaker and author. She is the author of the book *How to Say Anything to Anyone: A Guide to Building Business Relationships that Really Work*, holds an MA in Communication and taught leadership at the University of Denver. Before launching Candid Culture, Shari led leadership development training for OppenheimerFunds, conducted customer service training for American Century Investments, and facilitated and sold programs for Dale Carnegie Training.

Shari's practical approach has led her to speak and train throughout the U.S. and in Singapore, Thailand, Malaysia, India, Dubai, and Australia. Some of Shari's clients include: IBM, DirecTV, Noodles & Company, the U.S. Olympic Committee, Experian, the University of Colorado, the Environmental Protection Agency, the City of Denver, the American Society of Association Executives (ASAE), and the Society of Human Resource Management (SHRM).

From making meetings work and delegating better, to managing your career and saying anything to anyone, Shari's techniques are sure to delight and inform in a real, direct, and very funny way. Participants will be laughing while they're learning and will walk away with tools and techniques to transform any relationship.

#### Shari's favorite testimonial:

*"Best speaker at the conference, no contest. Hands down . . . Shari Harley. If every business enterprise in America had a Shari Harley on staff, doublespeak and baloney would wither and die in short order."*

*-Society for Human Resource Management (SHRM) Conference Attendee*

**Watch videos, learn more about our training programs and order Candor Products at:**

[www.candidculture.com](http://www.candidculture.com)



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**Making it easier to tell the truth at work.™**

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