

## Managing Growth® Seminar – Spring 2018

# Presentation Skills

**Course Overview** - This workshop will help you become more efficient and proficient with the skills of providing information to others, stand up and speak with confidence and make a presentation with such ease and confidence. The course outline includes: Writing the Basic Outline, Researching, Writing, and Editing, Choosing Your Delivery Methods, Verbal Communication Skills, Non-Verbal Communication Skills, Overcoming Nervousness, Creating Fantastic Flip Charts, Creating Compelling PowerPoint Presentations, Creating a Plan B, Vibrant Videos and Amazing Audio, Make your Presentation Fun and Make your Audience Laugh a Little, Encouraging Discussion and Dealing with Questions.

**REGISTER TODAY!!! SPACE IS LIMITED!!!**

Classes will be held at  
Times Square Hall  
Port Authority Bus Terminal  
625 8<sup>th</sup> Avenue, 2<sup>nd</sup> Floor, South Wing  
(Bet. Drago Shoe Repair and NJ Transit  
Offices)  
New York, NY

There is a registration fee of  
\$50.00 per person for M/W/S/DBE Port  
Authority certified firms and \$75.00 for others

Make checks payable to:  
"Fund for the City of NY"

Mail completed registration and payment to:  
Regional Alliance for Small Contractors  
P.O. Box 20094, PABT, New York, NY 10129

To register and pay online please visit our  
website: [www.regional-alliance.org](http://www.regional-alliance.org)

If you have any questions please call (212) 268-2991  
Email: [pcamargo.rascny@verizon.net](mailto:pcamargo.rascny@verizon.net)

# May 8, 2018

## 9:00 am - 4:00 pm

### REGISTRATION

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

*Please provide your individual email, confirmation notices will be sent only via e-mail.*