

Managing Growth® Seminar – Winter 2017

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 8th Avenue, 2nd 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

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

November 30, 2017

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.