

LIFE IS A SERIES OF PRESENTATIONS

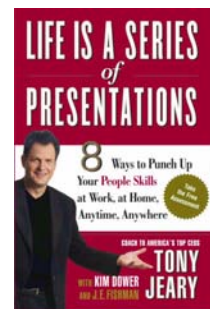
Inspire, Inform & Influence. Anytime, Anywhere.

Employees who learn how to make their P.O.I.N.T. (**P**repare, **O**utline, **I**nvolve Audience, **N**arrow Objectives, **T**ailor) can really make a difference! This simple but powerful five-step process empowers your workforce to communicate with impact anytime, anywhere. By voicemail or email, in meetings or hallway conversations, employees will be presenting themselves clearly, concisely and confidently. It's the power to turn blank stares into smiles of understanding and support.

About the Program:

Life IS a Series of Presentations teaches employees how to focus and execute communication by following the steps of the P.O.I.N.T. model. Ultimately, employees will establish credibility, improve working relationships, increase efficiency and effectiveness, improve job and personal satisfaction and more.

This training program will contribute to organizational success by providing employees the tools necessary to improve conduction of meetings, cascade clear messages, generate more business and execute effective communication.



Based on the book by
Mr. Presentation™, Tony Jeary

After completing the Workshop, participants will be able to:

- Explain why work (and life) is a series of “presentations”
- Identify the three categories of presentations: Inspire, Inform and Influence
- Articulate why and how the P.O.I.N.T. model is effective
- Apply the steps of the P.O.I.N.T. model in common presentation situations, including email, voicemail, live phone conversations, one-on-one and small group/team
- Demonstrate confidence and persuasiveness when making presentations

“Presentations are a master life skill. *Life IS a Series of Presentations* is an excellent tool to significantly increase your influence and effectiveness both personally and professionally.”

—Dr. Stephen Covey, author of *The 7 Habits of Highly Effective People*

Target Audience: All Employees

Course Length: 1, 4 and 8 Hour Options