

# Presentation Skills



**Course Number:** MTS PT 998

**Scheduled Sessions:**

**Cost Per Person:** \$100/Participating, \$200/Non-Participating

4/8/19

**Eligibility:** All

**Instructor:** Carol Tripp

**Length:** 8:30 am – 4:30 pm

**Certificate Series:**

**Location:** Des Moines, Hoover State Office Building, Level A

## **Overview:**

Participants will plan, organize, and present a brief, effective presentation during the class. Vocal characteristics, body language, personal stories and experiences, effective introductions and conclusions, and visual aids that enhance a variety of topics will be identified. In addition, the miscues that detract from a presentation will be reviewed. Issues of “stage fright” and dealing with difficult situations will be addressed.

**Participants need to come with a work-related topic that can be presented in five minutes or less in mind.**