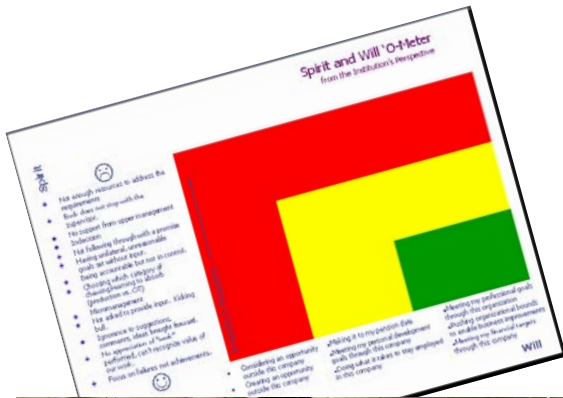
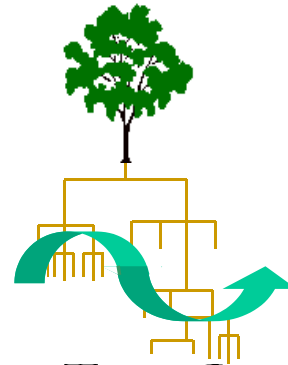


# Confident & Competent Learning Points and Outcomes

- Build a cadre of competent and capable speakers.
- Manage the 5-P's of professional presenting.
- Find your voice, polish your presence.
- Demonstrated competence to the criteria-based-objectives of Presentation, Content Knowledge and Rapport.
- Video library of presenters for coaching and selection.
- Messengers fit to deliver the message.



This workshop is designed to develop a supportive and effective frontline speaking team. Helping each other grow by sharing what we know.



## MyValueTree.Com

Increasing Business Effectiveness  
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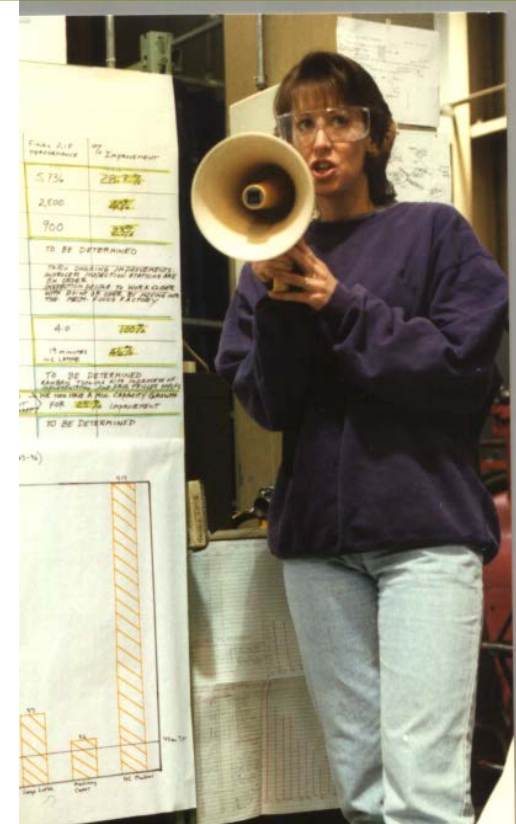
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# Better Together

BUILDING THE  
PRESENTATION TEAM

4HR COACHING

SESSION



## Learn the 5-P's for Successful Presentations

- **Purpose:** Understanding and owning the message so that it is always authentic and coming from the heart. Owning the message gives conviction, fueling courage and appearing confident.
- **Place:** Basic logistics to ensure the room and equipment are ready to go.
- **Proffer:** The presentation package; the message to be delivered.
- **Presence:** Voice, stance, appearance, conviction and movement all work together; become the medium of delivery.
- **Proof:** What must be heard from the audience to know the message sent was the message received?



## Why do this

25% of Americans say they fear public speaking according to a Chapman University survey. Public speaking is feared more than drowning, snakes or blood. Glossophobia, or speech anxiety, is replaced with competence and confidence when a team is built around delivering messages. Best speakers coach the most anxious, content experts build the capability of the group, and together, everyone

helps accomplish the mission of communication. When the message is only as good as the messengers, build the presentation team with this workshop.

## Base-lining Performance Expectations

### Presentation:

Given the presentations, concept demonstrations and other typical classroom materials deliver the content in a way that is culturally appropriate and suited to the learning styles of the participants so that they are engaged, enjoying and visibly working with understanding the material.

### Content Knowledge:

Given a topic and personal commitment to the desired outcome, present to the audience facts, stories and images accurately and realistically, free from jargon and buzz words so that a positive perception is established and the audience accepts the message presented.

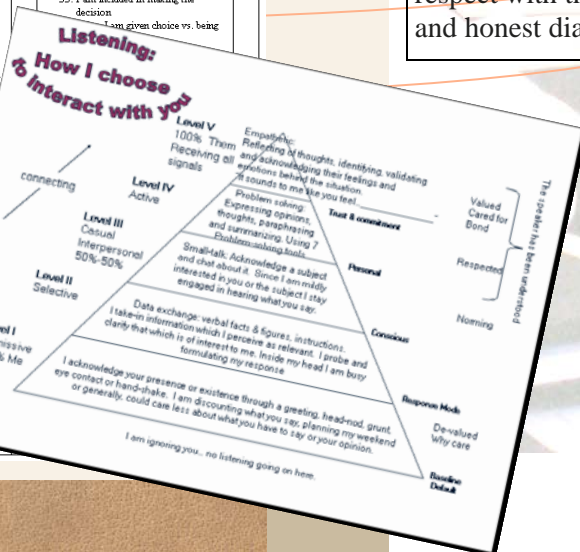
### Rapport with People:

Given people that have no personal acquaintance with you establish an atmosphere which promotes trust and mutual respect with the audience so that an environment of open and honest dialogue is established.



Presenting comes in many forms, but its intent is always the same...deliver a message.

The Dignity and Respect Check-up Sheet	
1. The position I hold is valued and appreciated.	31. I feel safe enough to admit I am wrong.
2. I am included in decisions.	32. When I get positive feedback
3. I am allowed to be playful about future events and not just reactive.	33. When I am brought into confidence and "inside the circle"
4. Someone asks for my opinion.	34. I am able to make my point without interruption.
5. I am given constructive and thoughtful feedback.	35. I am included in making the decision.
6. Others listen to me.	
7. People thank me.	
8. My integrity is affirmed.	
9. My input is sought and valued.	
10. Others back me up.	
11. There is concrete evidence that my input was followed.	
12. I am trusted.	
13. My work is appreciated.	
14. I am rewarded.	
15. I call a meeting and people show up.	
16. I am invited to be a part of a project team.	
17. People pay attention to me when I speak.	
18. I am given more responsibility.	
19. I have an affirming tone of voice.	
20. I receive public recognition of customers and peers.	
21. I am given the whole story of commitments.	
22. When others respond to me.	
23. I am asked for advice.	
24. People feel confident in me.	
25. When I am not fed back.	
26. When I feel I have someone to rely on.	
27. I am treated with a politeness.	
28. When "who I am" is more important than "what I do".	
29. People feel confident in me.	
30. People feel confident in me.	



## Your Workshop Leader

With over 35 years experience and numerous international applications of the principles in Fortune 500 companies, your workshop leader and practitioner, Alden B. Davis, guides you to become a great presenter. Alden is a conference speaker, most recently at BLR Safety Summit, OSHA Summer Summit and CBIA Safety Conference, and is a contributor on WTIC radio in Connecticut. His entertaining and interactive style creates a learning environment where people are ready to excel.

