Professionally Speaking Workshop
*Empowering professionals to craft engaging presentations and deliver them with confidence!*

Speakers: Dr. Alexa Chilcutt and Dr. Adam Brooks

9:00 a.m. Welcome and Introduction of Speakers

9:05 a.m. – 9:30 a.m. Introduction and Workshop Overview
Dr. Brooks and Dr. Chilcutt

9:30 a.m. – 10:45 a.m. *Crafting Your Message*
- Goals of Effective Communication
- Audience Analysis
- Organizing with Intent

10:45 a.m. – 11:00 a.m. BREAK

11:00 a.m. – 12:15 p.m. *Cultivating Delivery*
- Presentation Pitfalls
- Gestures & Body Language
- Vocal Delivery
- Visual Aids

12:15 p.m. – 1:15 p.m. LUNCH

1:15 p.m. – 2:00 p.m. *Calming Anxiety*
- Practice is Key
- Before the Presentation
- During the Presentation
- Fielding Questions (What question do you least like to answer?)

2:00 p.m. – 2:15 p.m. BREAK

2:15 p.m. – 3:30 p.m. *Perform Introductions and Feedback Session*

3:30 p.m. Closing Remarks and Evaluation Reminder