

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 Brenda H. Truelove, Program Manager
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.	<i>Crafting Your Message</i> <ul style="list-style-type: none">• 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.	<i>Cultivating Delivery</i> <ul style="list-style-type: none">• 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.	<i>Calming Anxiety</i> <ul style="list-style-type: none">• 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.	<i>Perform Introductions and Feedback Session</i>
3:30 p.m.	Closing Remarks and Evaluation Reminder Brenda H. Truelove