newleaf™

helping people & organizations be their best

seminars

Presentation & Facilitation Skills

Seminar Length: 1 day*
Participant Numbers: 8 - 10*
Participants: any level within the organization*

* recommended

Our seminars are all *modular* by design — meaning that they are highly customizable to suit your exact needs. We partner closely with you to ensure we completely understand your desired outcomes. We invest the time to ensure we understand your organization and tailor the pre-work, seminar, and post-work to get you the results you want.

In today's fast-moving, technologically-driven world, the need for exemplary presentation and facilitation skills are of paramount importance. People make decisions fast and therefore the ability of being able to get your point across, draw people into your vision, and give clarity of direction is an art as well as a science.

This seminar is ideal for anyone who needs to communicate effectively in today's working world. Specifically this program can significantly help those in sales-based roles; staff working within development and alumni-relations at higher education and in fact, anyone that needs the support of others to get things done.

Participants will understand the vital importance of body language, tone, and the choice of words when conveying their message. Tools that work in the real world will be practiced and applied to assist with planning and structuring, as well as, opening and closing presentations. Participants will uncover proven best methods to run a meeting effectively and will practice how to positively influence a meeting that isn't being run by their boss, peer or colleague.

Through hands-on activities, role-play and real-world examples of best practices, Participants are inspired to implement what they've learned. This will provide immediate benefits to themselves and their organizations.

Fees

Facilitation Fees	Worksheets	Travel Expenses
$4,200 per Full Day	$40 per person (or we can send you the electronic PDF at no cost)	Agreed in advance and charged additionally

Additional Option - Survey Pack

It's vitally important to measure the effectiveness of every dollar you invest in training and development today. To help you, we offer a *Survey Pack* that consists of three parts: (1) an online pre-survey, (2) an evaluation at the end of the seminar, and (3) an online post-survey that is completed twelve weeks after the seminar.

We will provide a comprehensive electronic summary showing the full picture of the results gained from your investment. Our fee for the *Survey Pack* is $400.

Our Promise

#1 Best Content - We commit to always providing you access to the **BEST CONTENT** available.
#2 Best Person - We promise you the **BEST PERSON** from our team to meet your exact needs and serve your organization culture.
#3 Best Results - We promise you **BEST RESULTS** within your organization as an end product of our training & development work with you.

Other Seminars available

Art of Execution • Business Financial Intelligence • Charting the Course • Customer Centered Service • Emotional Intelligence (EQ) for Managers
Leading Others • Personal and Interpersonal Effectiveness • Positively Reducing Conflict • Team Excellence
Time Management • Work Life Integration

We also offer

keynotes **coaching** **online**