



PRESENTATION DYNAMICS

THE COMPELLING SPEAKER WORKSHOP

Pre-workshop Information for Clients

- The training must be confirmed with a signed contract. (Instructor usually provides it, but if the client prefers to use their own corporate contract, that's fine.) For multiple workshops, a down payment of one half the total fee is due with the contract signing. An invoice for the balance, plus any expenses, will be sent after the workshop—payment to be made within 30 days.
- Maximum number of participants is six per workshop.
- The client will be provided with the appropriate number of notebooks and CDs, which are to be distributed to participants in advance of the workshop date (roughly two weeks) for preparation purposes.
- They also receive a participant memo that provides instructions on expectations and class preparation, including listening to the CD and preparing a 5-minute talk. The memo includes a questionnaire that each participant is asked to complete and return to instructor prior to the workshop.
- Instructor will send an equipment checklist for the workshop well in advance. Primary client-provided equipment needs include a computer projector and screen (for PowerPoint presentations) and a flip chart. Instructor provides a video camera, a DVD player, name tents and writable DVD discs to record the participants (which are theirs to take away). We need a second room for video viewing (the DVD player goes in that second room).
- A laptop computer is also needed. Instructor usually provides one, but can use the company's if that's easier. When it's instructor-provided, then participants either need to email their PowerPoint presentations to the instructor ahead of time or bring them to the class on a USB memory stick or a CD. If the company provides its own laptop, then the participants need the appropriate instructions on how to submit or bring their PPT presentations for the class.
- The book *Stand Out When You Stand Up—An A to Z Guide to Powerful Presentations* is an optional purchase. It's really a terrific item to give the participants as their "graduation gift" for completing the workshop!
- Lunch is a "working lunch," so it works best if lunch is brought in. And morning and afternoon refreshments really need to include an ample supply of water!
- Client chooses the workshop times: either 8:00 to 5:00 or 8:30 to 5:30.

Any questions, please contact Barbara Busey:

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