



*We'll
Begin
Shortly*



ELEVATE YOUR EMPLOYEE EXPERIENCE AND INCREASE RETENTION

CORPORATE TRAINING & BUSINESS SERVICES

Corporate Training:

- Targeted skill development to support organizational success
- Alignment with your mission, vision, and strategic objectives
- Program design and curriculum development
- Co-branded course materials and certificates of completion
- CEUs, academic credit or professional development credit

Business Services:

- Coaching
- Team development and training
- Executive and management retreats
- Strategic planning
- Individual and organizational assessments
- Facilitation
- Employee surveys

Multiple Delivery Modalities:

- 60 minute "Lunch and Learns"
- 2-3 hour seminars
- Half and full-day workshops
- Certificate programs
- Webinars (60-90 minutes)
- Online (asynchronous or synchronous)
- Hybrid (combination of online and classroom learning)

ACADEMIC PROGRAMS

Over 80 career-building programs including Certificates, Certifications, Bachelor's, Master's and Doctorate degrees

Competency-based education program via Brandman's MyPath

EMPLOYEE SCHOLARSHIP PROGRAMS AVAILABLE!

Reagan Forlenzo, Director of Corporate Training

(949) 383-3303 | CorporateTraining@brandman.edu | www.brandman.edu/CorporateTraining

PROGRAM OFFERINGS

Business Writing

Leadership Core Certificate

Leadership Transformation Certificate

Coaching for Leaders Certificate

New Manager Certificate

Fundamentals of Communication Certificate

Leading Teams Certificate

Servant Leadership

WEBINAR:

60-90min (includes recording to upload onto your organization's intranet or share with other employees)

Programs are available in multiple formats and can be customized to your organization's needs.

www.brandman.edu/ExEd



MICHELLE BEAUCHAMP


Leadership Speaker and Brandman University Instructor



SCHOOL OF EXTENDED EDUCATION



LEARNING OBJECTIVES

- Learn how to remove fear of speaking in meetings by preparing mentally and physically
 - Explore how to structure the talk on what you want the audience to know, think, say and do
 - Identify communication elements of body language, tonality, and words to deliver an effective message
 - Gain tips on how to deliver compelling information that gets buy-in
- 

PUBLIC SPEAKING IS STILL
THE #1 FEAR
FOR THE MAJORITY
OF PEOPLE





LET'S TAKE A
QUICK POLL

4 WAYS TO CRAFT AN EFFECTIVE STRUCTURE?



1

**Learn as much
as you can
about your
audience**

2

**Identify what
you want the
audience to
know, think, say
and do at the
end of your talk**





LET'S TAKE A
QUICK POLL



3

Clarify your purpose

4

Connect your purpose to the
“why”
of your audience



Within the next month, describe what you will talk to someone about

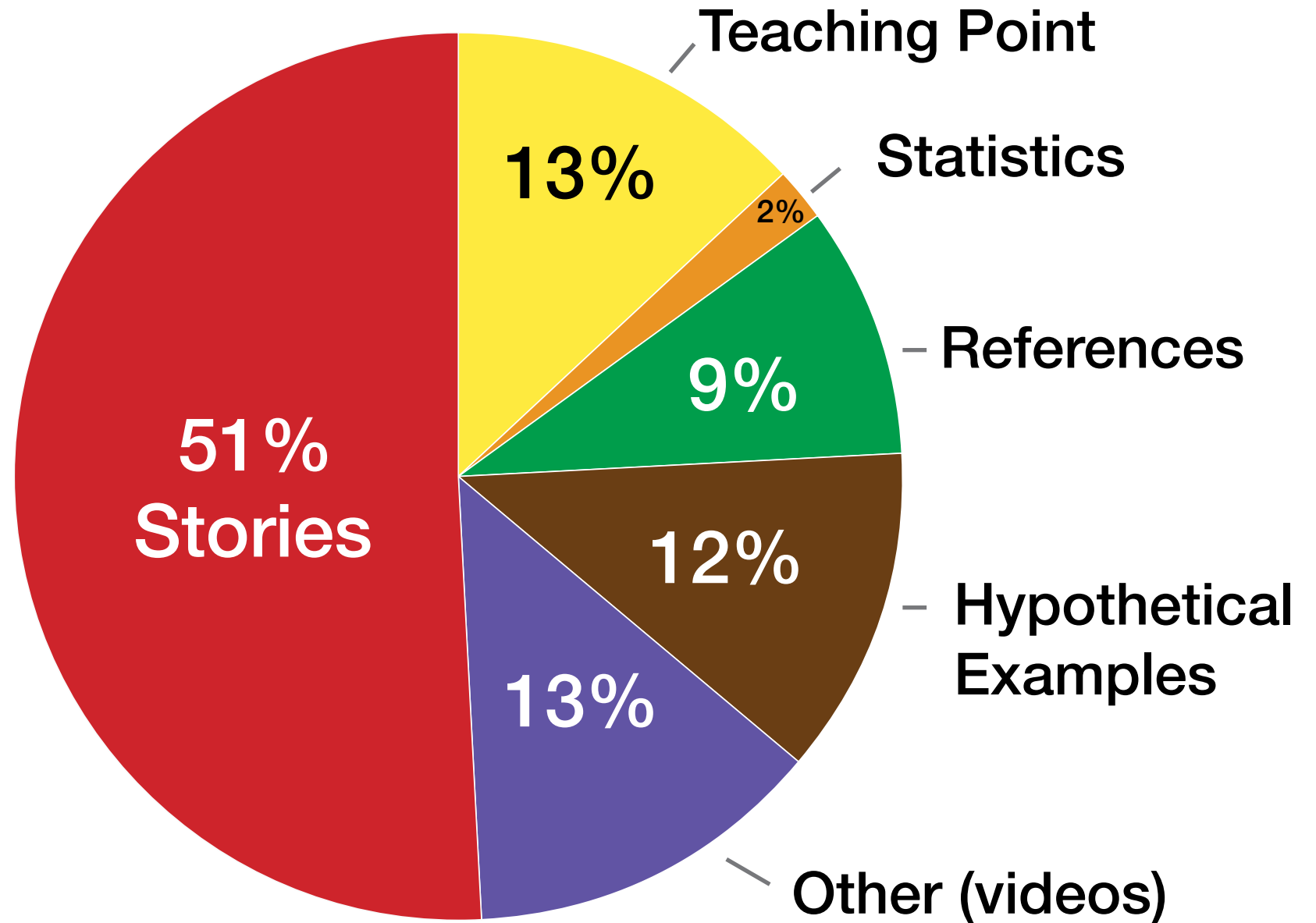
What is your purpose?

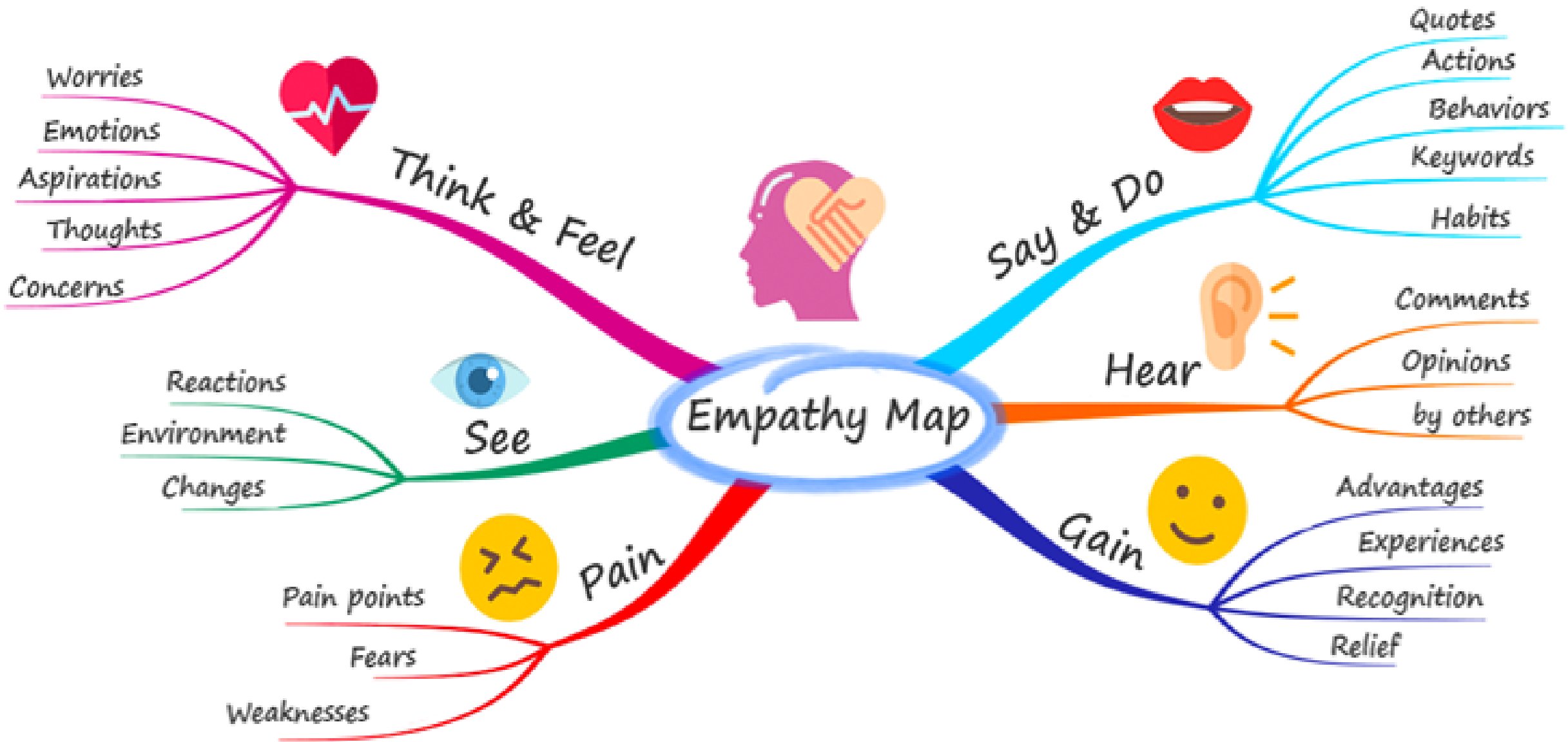
What is in it for them?



**GUIDELINES
TO MAKE AN
INTERESTING &
MEMORABLE TALK**

John Maxwell Method





**CREATE AN
EFFECTIVE
STRUCTURE**

MINDMAPS

Outlines

I Subject 1

a)

b)

II Subject 2

Number of key points

PREPARATION GUIDELINES

MENTAL



MINDSET/ATTITUDE

PHYSICAL



MOUTH



BREATHING

ATTENTION GETTING OPTIONS



QUESTIONS

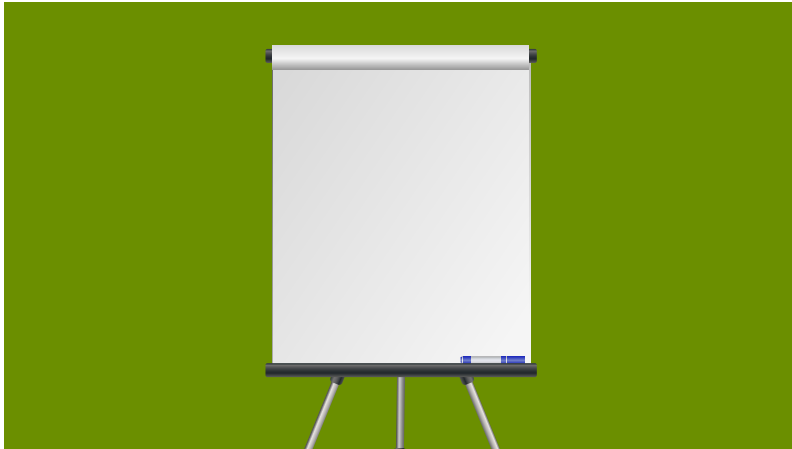


STATISTIC



FACT

VISUAL AIDS



FLIP CHARTS



POWERPOINT



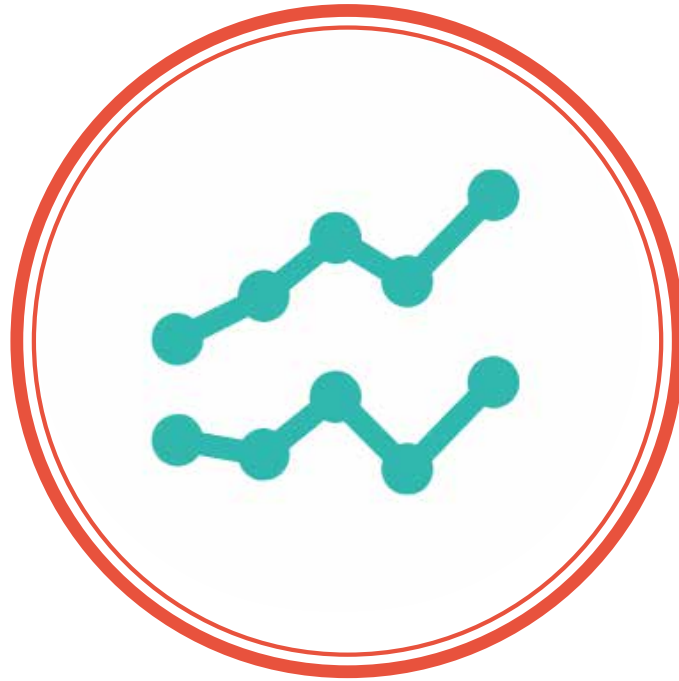
PREZI

CHARTS



BAR CHARTS

Quantities



LINE CHARTS

Trends



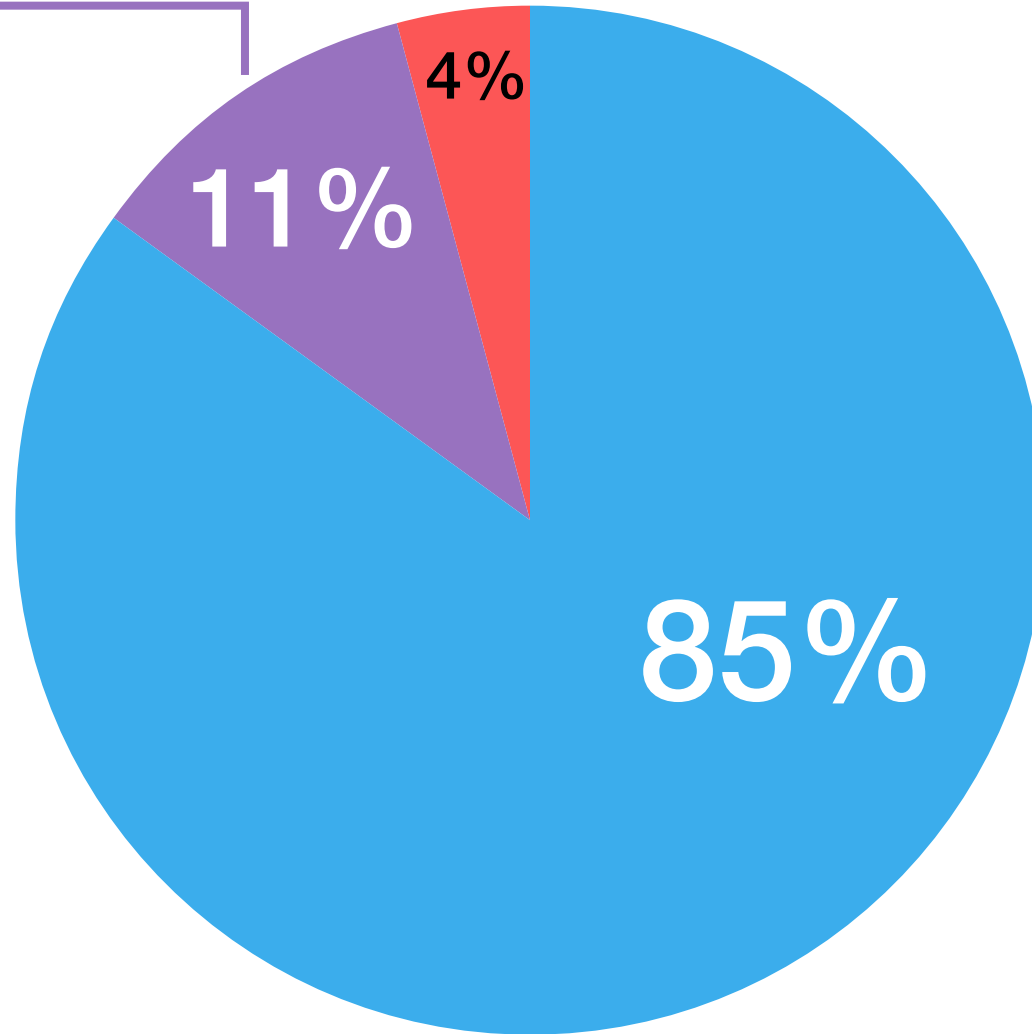
PIE CHARTS

Percentages



AUDITORY

LEARNING STYLES



KINESTHETIC



VISUAL



VISUAL

*What they see when
they look at you*

Clothing

Hair

**Facial
Expressions**



EXERCISE #1

When thinking of speakers you have heard that are impactful what stands out to you?



DELIVER WITH IMPACT

**Body language, Eye
Contact, Words**

**What do you do
with your arms?**

Who do you look at?

**Pace your speaking and
watch your tonality**

DELIVER WITH IMPACT



**CLOSING
GUIDELINES**



**HANDLING
Q&A**



**TIPS FOR
HANDOUTS**



EXERCISE #2

What strategy for speaking with authority, confidence and impact are you most excited to utilize?

Final Thoughts

Crafting an Effective Presentation

Preparation Guidelines

Delivering with Impact



QUESTIONS & ANSWERS

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New Manager Certificate
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Certificate
Leading Teams Certificate
Servant Leadership

HUMAN RESOURCES

Human Resource Certification Exam
Preparation (PHR/SPHR)
Certificate in Human
Resource Fundamentals

PAYROLL

PayTrain (FPC/ CPP)
Certification Exam Preparation
Practical Payroll Online Series
(FPC/ CPP Recertification)

www.brandman.edu/ExEd

UPCOMING WEBINARS

www.brandman.edu/ExEdEvents



Wednesday, April 14
11 a.m.- 12 p.m. Pacific
Live Free Webinar



Wednesday, May 12
11 a.m.- 12 p.m. Pacific
Live Free Webinar