

“Communicating is easy.
Communicating effectively
is not.”



“When you lead,
does anyone follow?”



“When was the last time
you gave an
effective presentation?”



Frequently Asked Questions

What will I gain from attending this workshop?

You will learn basic techniques for delivering effective presentations, conducting productive meetings, and successful day-to-day leadership.

Who should attend?

Any business professional in the early stages of their career who has occasion to lead meetings, speak before a group, or is (directly or indirectly) in a position of leadership.

What should I bring?

Once you have registered, that's it! Everything else you need will be provided – even your meals!

How should I dress?

Dress comfortably, but please – no shorts, skorts, sandals, or tank tops.

Am I allowed to record the workshop or any of the sessions?

No. However, you will be given a copyrighted CD containing all three presentations.

How long is the workshop?

This workshop lasts from six to eight hours, depending on the venue. Visit www.WordsAndWit.com and click on *Workshops* for details.



The Business Professional's Toolkit:

Speaking, Meeting, and Leading



An Introduction to
Business Communication
Workshop

A presentation of

Workshops by
Words & Wit

www.WordsAndWit.com

877.290.6501

Communication is Essential!

Unlock the secrets to successful business communication as author and humorist Dalton Hooper shares his knowledge, experience, and insight from 30+ years in the corporate world.



This workshop deals with the three essential skills found in today's successful business professional's communication toolkit:

1. Public speaking / Presentations
2. Meeting facilitation
3. Day-to-day leadership

Join us for this one-day workshop, designed to lay the foundation for the core business communication skills necessary to succeed in today's corporate world.

The Business Professional's Toolkit:

Speaking, Meeting, and Leading

Agenda

Session 1: Public Speaking Skills

Why Is A Microphone Like A Breath Mint?

and Nine Other Riddles To Make You A Better Public Speaker

Session 2: Meeting Facilitation Skills

(this session includes lunch)

We've Got To Stop Meeting Like This!

The 50 Critical Questions Meeting Leaders Should Always Ask Themselves

Session 3: Leadership Skills

It's Not Leadership If No One Is Following!

The Eight Key Behaviors That Make You The Leader You Ought To Be

Each of Dalton's programs can be custom-tailored to your group's specific interests. For additional information, visit:

www.WordsAndWit.com



Your registration includes:

- ✓ Continental breakfast, lunch, and light refreshments.
- ✓ A signed copy of Dalton's book, *Why Is A Microphone Like A Breath Mint? and Nine Other Riddles To Make You A Better Public Speaker.*
- ✓ A CD containing a copy of the entire presentation plus other valuable tools.
- ✓ Eligibility for door prizes.
- ✓ Certificate of completion.

For information concerning upcoming workshop dates/locations, registration fees, or to register, visit

www.WordsAndWit.com

or call toll-free (877) 290-6501