

The Business Professional's Tool Kit: *Speaking, Meeting, and Leading*

An Introduction to Business Communication Workshop

Workshops by
Words & Wit

www.WordsAndWit.com

featuring

Dalton Hooper

Author – Speaker – Trainer – Narrator



"Communicating is easy. Communicating effectively is not."

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:

- Public speaking / Presentations
- Meeting facilitation
- 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 business environment.

Registration: \$225 per person

For dates/locations or to register, go to
www.WordsAndWit.com/workshops



*Agenda

Networking / Continental Breakfast

Session 1: *Public Speaking Skills*

Why Is A Microphone Like A Breath Mint?

and Nine Other Riddles

To Make You A Better Public Speaker

Break

Session 2: *Meeting Facilitation Skills*

(this session includes lunch break)

We've Got To Stop Meeting Like This!

*The 50 Critical Questions Meeting Leaders
Should Always Ask Themselves*

Break

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*

**specific times vary by venue*