



# The Art of Public Speaking

## Crafting and Delivering a Winning Presentation

**When:** Tuesday, September 14, 2010  
8:00 am – 12:30 pm  
Registration & Snack 7:45 a.m.

**Where:** The Chateau at Incline Village™  
955 Fairway Boulevard  
Incline Village, NV 89451

Learn to Prepare a Presentation, Prepare Yourself, and Handle the Audience in a low-pressure, encouraging and comfortable small group setting. Take away techniques you can immediately apply to improve the structure of your next presentation with these tips for effective public speaking:

**“My presentation is ready, everyone is here, and it’s time to start ... AHHH, What do I do with my hands?”**

*This session is designed to polish your ability to design and deliver information. Whether you are preparing a sales presentation for clients, a keynote speech, a weekly debrief for the management team or association, or leading a staff meeting, you will pick up tips to control anxiety and make you a more effective communicator using the formula of professional speakers.*

### Preparing a Presentation

**Know Your Audience**  
**Finding Material**  
**Opening Statements**  
**Using Stories & Anecdotes**  
**Powerful Closings**  
**Use of AV equipment**

### Preparing Yourself

**Body Language**  
**Voice**  
**Appearance**  
**Movement**  
**Eye Contact**  
**Gestures**  
**Controlling Anxiety**

### Handling the Audience

**Questioning Techniques**  
**Fielding Questions**  
**Engaging the Audience**  
**The Challenging Audience Member**



**Laura Moriarty, SPHR is the president of Tahoe Training Partners.** With an extensive background in learning management and knowledge transfer, Laura has been the architect of innovative training environments at several organizations, including the resorts and hotels of Booth Creek and the Harvey’s Hotel Casino portfolio (now Harrah’s Entertainment Inc.).

Laura is nationally recognized as an engaging facilitator and presenter. Audience evaluations note the rapid development of useful skills, the take-away of practical tools and the frequent participant comment “Time Well Spent”.

**Early Bird and volume discounts apply until September 7th**

**Registration Fees:** Early Bird registration (before 9/7): \$59 Chamber & SHRA members, \$69 for non members  
Last Minute registration (after 9/7): \$69 Chamber & SHRA members, \$79 for non members

Register online at [www.sierrahra.com](http://www.sierrahra.com) (Online Store). Seating is limited - No refunds; substitutions welcome.

For more information call Laura Moriarty, SHRA President-Elect 530 573 0224 or [Laura@tahoetrainingpartners.com](mailto:Laura@tahoetrainingpartners.com).

Co-sponsored by the North Lake Tahoe Chamber of Commerce and the Truckee Donner Chamber of Commerce in partnership with the Sierra Human Resources Association (SHRA) and Tahoe Training Partners. Hosted by:

The Chateau at Incline Village™

