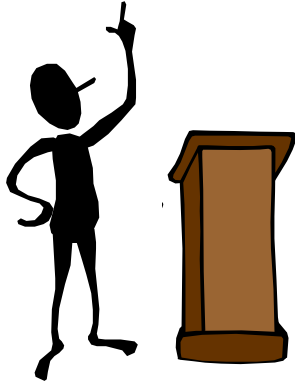


How to Write a Focused Speech Quickly and with Impact



Turn your next speech into a masterpiece that your listeners will remember

Build your confidence

As you advance in your career, you will have numerous opportunities to make speeches to employees, customers, boards, investors, the public, and the media with limited prep time. A well-written and well-delivered speech will get you noticed and will bring value to your listeners. Learning how to write a focused speech will empower you to influence your audience and build your confidence and credibility as a top-notch communicator.

Who should attend

This program is designed for all individuals who want to write and deliver speeches, especially high-potential, emerging managers and leaders who need to write speeches under time pressures and gain increased self-esteem, confidence, and credibility.

What you will learn

Maybe you need to present an award, introduce a speaker, or address your company at its annual meeting. . . This program will give you a template for writing a focused and compelling speech. You will be able to:

- ◆ write a concise and focused speech
- ◆ open with an appropriate attention-grabber
- ◆ organize your main points in the body and support your points
- ◆ write a memorable closing
- ◆ make every word count
- ◆ use examples, analogies, imagery, and stories to make your speech interesting

Program format

How to Write a Focused Speech is an interactive two-hour workshop where participants actually write a speech and receive constructive feedback.

One-on-one speaker coaching is also available.

To register, contact:

Name
Title
Phone
E-mail

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