TEMPE LEARNING CENTER

LDP I: PRESENTATION SKILLS

This class focuses on building skills for powerful and credible presentations for group settings. Techniques are provided on how to handle questions from an audience including effectively managing dysfunctional or difficult participants.

Group discussions and activities will examine the origins of fear of speaking and identify specific strategies for reducing the stress that can occur when making presentations.

DATES:
THURSDAY
MARCH 21, 2013
WEDNESDAY
JUNE 26, 2013

TIME:
8 AM TO NOON

LOCATION:
TLC CLASSROOM
3500 S. RURAL RD
(LOWER LEVEL OF THE TEMPE PUBLIC LIBRARY)

SESSION OVERVIEW:

- Explain the most effective delivery and presentation techniques for building credibility as a speaker.
- Describe methods for handling presentation fear and stress.
- Develop effective PowerPoint presentations specifically for broadcast purposes when building a visual presentation for the Tempe City Council.

SELF-REGISTER via PeopleSoft ELM

1. Login to PeopleSoft **ELM** on the desktop, or in the **Tempe** folder in **Favorites** of Internet Explorer.
2. Click on the **Self Service** hyperlink in the menu screen.
3. Click on the **Learning** hyperlink.
4. Click on the **Search Catalog** hyperlink.
5. Stay on the Activities tab. Type in "**LDP**".
6. Click on the **Search Activities** button.
7. Review search results and click on the desired **Activity** to enroll and view additional information. Review class details and ensure correct class.
8. Click on the **Enroll** button. Review the information and note the **Location.**
9. Click on the **Submit Enrollment** button to complete.
10. Supervisor approves class.

QUESTIONS? CONTACT:

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