



A New Two-Day Program at The Industry-Business Institute: Public Speaking Workshop

Build Your Pitch on PowerPoint



You will learn to create and save presentations and slides, add shapes and objects to slides, use tables and charts in presentations and use templates and themes. Word Art, Clip Art, inserting and adjusting pictures, slide shows, transitions and timing, speaker notes, running and printing presentations are also covered.



Polish Your Verbal Communication Skills



Identify your personal style for optimal communication, persuasion and presentation. You will become aware of body language, eye contact, voice, creating positive relationships all through practice, role plays and delivery of a presentation to the class.



Public Speaking Workshop



Sales representatives and management, fundraising professionals, directors, leaders, executives and group managers, this program is designed to give you the skills for public speaking using PowerPoint to strengthen your presentation, not flatten it.

[Registration Forms](#)

Fax to 908-965-6046 or email to burke@ucc.edu

Call with questions 908-527-7207 or 908-965-2359

When: Monday and Thursday, January 13th and 16th, 2014

Where: The Industry-Business Institute at Union County College

Time: 8:30 to 5:00

**Address: Elizabeth I. Kellogg Building,
Floor 5, 40 W. Jersey Street, Elizabeth, NJ 07202**

This program is free through a grant from the New Jersey Business and Industry Association. Attendees must be employed at least 20 hours per week by a business or non-profit organization in New Jersey and submit an employer FEIN number with their registration.

