

Sponsored by the San Francisco Bay Area
Federal Executive Board



Front & Center

Effective Communication &
Presentation Skills for Meetings
Large and Small

August 2, 2017

8:30 AM - 4:00 PM

Enrollment: \$250/person (or both classes for \$395 total)

**Phillip Burton Federal Building
450 Golden Gate Avenue,
Second Floor, Arizona Room
San Francisco, California**

Front & Center

Leadership and top employees are effective communicators! How we express our thoughts is just as important as the thoughts themselves. We have plenty of ideas to share, but sometimes get lost in thought, nervous in front of our peers, or fail to engage listeners for a variety of reasons. This is common, but also preventable.

This fun workshop addresses the psychology and methods of effective delivery. We take the same engaging personality you demonstrate with friends at a dinner party, and enable it anytime you are “front and center.” These skills are essential in meetings, when asking for a promotion, selling an idea, or seeking buy-in from your team.

Best of all, what you will learn are “portable skills.” They work in a variety of circumstances, including webinars, conference calls, and even at home. Effective communication is not situational; it can become a lasting personal asset. From technical presentations to improved storytelling, learn how to attract the minds and support of your listener(s).

This workshop addresses the following learning objectives:

- Identifying presentation purpose
- How to understand and read your audience
- The 3 D's: design, develop, and deliver your message
- Building effective introductions and conclusions
- Using the tools of the trade: flipcharts, handouts, etc.
- Effective use of media: Power Point / Webinars
- How to evaluate time v. topic
- Managing adrenaline and nerves
- How to arrange a room for maximum impact
- Keys to rehearsal

This is an interactive, one-day workshop that changes the way you perceive an opportunity to speak in public!

Presented by Ken Lodi

Creator of The Bamboo Principle, Ken Lodi is a business coach, author and professional speaker. He has delivered over 3,000 presentations in 5 countries, and worked as a behind the scenes coach to people in sports and entertainment. He has produced several corporate training videos, and provided the voice-over for many successful audio training programs. He has been featured as a subject matter expert on NBC News and FOX. www.kenlodi.com

Use the attached registration page and email to ken@kenlodi.com

Questions, call SFFEB: Gail Castaneda, **415-625-2461**, castaneda.gail@dol.gov

or Ken Lodi, **323-833-9933** or email ken@kenlodi.com

REGISTRATION FORM



Please fill out the registration form completely.

The Bamboo Principle - \$250 per person | *Front & Center* - \$250 per person | Register for both now for \$395 total

Organization Name:

1. Name and Email

The Bamboo Principle Front & Center

2. Name and Email

The Bamboo Principle Front & Center

3. Name and Email

The Bamboo Principle Front & Center

4. Name and Email

The Bamboo Principle Front & Center

5. Name and Email

The Bamboo Principle Front & Center

6. Name and Email

The Bamboo Principle Front & Center

7. Name and Email

The Bamboo Principle Front & Center

Billing Contact: Name and Email

Credit Card Type Visa MasterCard American Express Discover

Credit Card # Exp. Date (MM/YY)

Total Charge Amount \$

Authorization Signature: _____ Date _____

Questions: Call 323-833-9933 or mailto: ken@kenlodi.com