



How to Prepare & Deliver a Presentation

Covered Topics

- Presenter Credibility
- Public Speaking Skills
- Presentation Development
- Use of Visual Aids and Graphics
- Techniques for Research
- Developing a Presentation Outline

Instructors

Juan Cajandig & Scarlett Sadler, EIA Sr. Risk Control Specialists

For more information & to register, click [here](#)

Dates

Day 1: September 18, 2019
Day 2: September 27, 2019

Location

75 Iron Point Circle, Ste 200
Folsom, CA 95630

Daily Schedule

- Doors open @ 7:30 AM
- Class starts @ 8:00 AM
- Lunch will be provided

Requirements

- Motivation
- Dedication
- Personal time invested in homework assignments/project

Questions

Please contact EIA's
[Risk Control Department](#)

Course Description

This confidence course is an excellent opportunity for an individual to hone their presentation skills.

Constructive instructor critiques, group activities, student video recordings, and testing are all part of this program.

To receive a Certificate of Completion

- Participate in all Day 1 (September 18, 2019) activities
- Complete and turn-in the Homework Assignment **before** the start of Day 2 (September 27, 2019) (homework must be turned in **first** in order to present on Day 2)
- Present the homework assignment (10 minute presentation) to instructors and peers on Day 2
- Score 80% or above on the Final Test

