

## “The Virtual Impromptu Speaker”

This workshop focuses on how to communicate in meetings when you have little or no time to prepare. During the class, you'll learn tools for quickly pulling together messages and delivering them in a way that connects and inspires confidence. You'll also practice delivering impromptu messages in meetings and answering questions.

We teach using a combination of webinars, online tools, video recording, and live coaching.

### **Organize a simple, persuasive message.**

- Use simple formulas for quickly crafting easy-to-follow messages.
- Limit messages to a few key points focused on listener needs.

### **Deliver in a style that connects.**

- Develop a personal style that connects with audiences and builds relationships.
- Project a professional image through great eye contact and authentic vocal, physical and facial energy.

### **Answer questions to inspire confidence.**

- Simple techniques for handling Q&A in a way that inspires confidence.
- Keep responses simple rather than getting lost in the weeds.

### **How we teach online.**

- Introduce the class with a webinar.
- Two two-hour coaching sessions in breakout groups of four or five.
- Progressive modules where participants create and practice presentations.
- Live coaching and video recording in virtual classroom sessions.

All participants receive a digital copy of their on-camera exercises, a course workbook, and a copy of Joey Asher's book *15 Minutes Including Q&A: A Plan to Save the World from Lousy Presentations*