

Communicating with IMPACT

The Secrets to Powerful Presentations



CLASS INFORMATION

Wednesday, October 30 from 8am-4pm

At the Columbus Police Training Academy, 1000 N. Hague Ave, Columbus, Ohio 43204

Cost: \$248 - includes Lunch (please make checks payable to Patrick Donadio)

COURSE DESCRIPTION

The days of the talking head are over! Today's audiences are more sophisticated, more educated and more impatient--they want to be entertained as well as be informed. The secret to a powerful presentation is not just content but the way you deliver the material.

Whether you are speaking to two people or two thousand, presenting at meeting or training others, good communication skills are key. This interactive program is designed to help you become more organized, confident, dynamic, and entertaining presenter. Topics include:

- Presentations Skills Inventory (Self-evaluation)
- The 8 Most Common Speaking/Presence Mistakes to Avoid
- 6-Step I.M.P.A.C.T. Process:
 - **I**ntention – Teach you how to craft a powerful intention statement
 - **M**essage – Learn how to create your message to achieve your intention
 - How to plan what to say in less time
 - 6 Dynamic Ways to open and close tour presentation
 - **P**erson – Tips for analyzing your audience and Personalize your message
 - **A**ctivate – How to stay positive and actively engage the audience
 - Using Audio-Visuals, Handouts, and Group Interaction
 - A System to Increase Your Confidence
 - **C**larify –Pointers for Handling Questions and Answers
 - **T**ransform –How to transform your words into actions to get greater results

Patrick Donadio is a Certified Speaking Professional and Master Certified Coach who has been speaking professionally since 1986. Come learn from a pro who speaks/presents for a living and you will walk away with practical tools you can use in your next presentation!

WHO SHOULD ATTEND

This training is geared toward anyone one who wants to get better at organizing and presenting their ideas and information to groups, makes speeches, teaches/trains others, conducts meetings, and/ or leaders who want to improve the impact they make when they communicate.



COLUMBUS POLICE REGIONAL TRAINING CENTER

1000 NORTH HAGUE AVENUE

COLUMBUS, OHIO 43204

Phone: (614) 645-4800 Fax: (614) 645-4246

REGISTRATION FORM

Complete one form for each student and each course. Please print.

Name: _____ Rank: _____
Last First Middle

Gender: M / F DOB: ____/____/____ Daytime Phone: () _____

Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Agency's Telephone Number: () _____ Agency Fax Number: () _____

Student's E-Mail Address: _____

Course Information:

Course Title: ____ Presentation skills _____

Course Date(s): ____ October 30, 2019 _____ Total Cost: ____ **\$248** _____

Registered enrollees who do not attend and do not cancel the registration two working days prior to the course will be charged an administrative fee equal to one-half the total course fee.

Billing Information:

Check one:

Payment enclosed _____ Make check payable to Columbus Police – ETP
(Federal I.D. #31-6400223)

Send invoice _____ ***Payment is due on or before the day of the class**

Send Invoice To: _____

Email: _____

Billing Address:

City: _____ State: _____ Zip: _____

Student's Signature

Authorizing Signature

Date