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:
  - Intention – Teach you how to craft a powerful intention statement
  - Message – 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 your presentation
  - Person – Tips for analyzing your audience and personalize your message
  - Activate – How to stay positive and actively engage the audience
    - Using Audio-Visuals, Handouts, and Group Interaction
    - A System to increase your confidence
  - Clarify – Pointers for Handling Questions and Answers
  - Transform – 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.
EGISTRATION 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