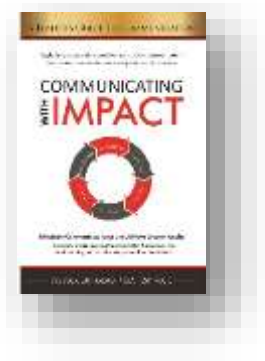
Communicating with IMPACT…
The Secrets to Powerful Presentations



CLASS INFORMATION

Friday, March 23, 2018 from 8am-4pm
At the Columbus Police Training Academy,
1000 N. Hague Ave, Columbus, Ohio 43204
Cost: $238 (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, sell ideas, or deliver information to others, good communication skills are key. This interactive program is designed to start you on your way to becoming more organized, confident, dynamic, and entertaining presenter.

Topics include:

- Presentations Skills Inventory (Self-evaluation)
- The 8 Most Common Speaking Mistakes to Avoid
- A System to Increase Your Confidence
- Donadio's 6 Step IMPACT Process including:
    - Tips for Analyzing Your Audience
    - How to Plan What to Say in Less Time
    - 9 Dynamic Ways to Open and Close Your Presentation
    - 10 Techniques to Engage/Build Rapport with Your Audience
    - Pointers for Handling Questions and Answers
    - Using Audio-Visuals, Handouts, and Group Interaction

Come learn from a pro! Patrick Donadio is a Certified Speaking Professional and Master Certified Coach who has been speaking professionally since 1986. You will walk away with practical tools you can use in your next presentation. In addition, you will receive an autograph copy of Patrick's new book, "**Communicating with IMPACT**".

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 Division of Police

Training Course Registration Form

Columbus Regional Training Academy
Building Strong Minds, Strong Tactics and Strong Values

INSTRUCTIONS: Complete this form and send it to "Lisa Murray / Advanced Training at LMMurray@columbuspolice.org or fax to 614-645-4246

Name: Last First M.I.			Badge/IBM/Tech #:
Assignment/ Agency:	Shift:		Days Off :
Course: Presentation Skills Training			**Date:** **March 23,2018**
Time: 8am-4pm			**Email:**

☐I am interested in attending this course because:

☐Career Advancement

☐I am an FTO

☐My assignment requires specialized training

Employee Signature:	Date:
I have read and understand the registration/cancellation policies and procedures for reserving a seat in this class. I also agree to pay the $238.	
Supervisor Name (Please print.): Supervisor Signature: Assignment: Telephone #:	Date:
Supervisor signature indicates knowledge that this registration form will be submitted to Advanced Training Section for processing. A supervisor's signature represents approval for this employee to attend the course and that payment will be made.	

Registration forms sent by fax should not be mailed. **Your confirmation notice will be emailed.**

Questions -- Call or contact Lisa Murray at LMMurray@columbuspolice.org or 614-645-2175.