

Workforce Education & Training presents: Presentation Skills

October 8 & 15, 2015

&

December 3 & 10, 2015

9:00 am — 12:30 pm (Both Days)

**2 - Day Training - Participants must attend
both days**

(sign in begins at 8:30 am, doors close promptly at 9am)

**This training is being held at the
DBH Training Institute:
1950 S. Sunwest Lane
Suite 200,
San Bernardino 92415**



Course Objectives include:

- ◆ Plan a presentation keeping the audience in mind.
- ◆ Develop clear objectives for their presentation.
- ◆ Develop effective visual aids.
- ◆ Use several different methods and tools for presenting.
- ◆ Use positive presentation style behaviors.
- ◆ Practice their skills of presenting.
- ◆ Identify the need to communicate effectively within organizations and the benefits this brings.
- ◆ Explain the importance of feedback within communication.
- ◆ Explain non-verbal communication and demonstrate good listening and questioning techniques.

Who Should Attend?

**All DBH staff who gives presentations
is encouraged to attend**

Register Now!

Log onto Relias Learning

<http://dbh.training.reliaslearning.com>

**For assistance, please call
(800) 722-9866 or email**

Training@dbh.sbcounty.gov

**Please note that all participants attending this training must be in
accordance with the DBH Dress Code Policy.**



For alternative communication methods, call 800-722-9866 or 7-1-1 for T-T-Y



Behavioral Health

www.SBCounty.gov