Workforce Education & Training presents:

Presentation Skills

September 1 & 9, 2015
9:00 am — 12:00 pm
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 are 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 of 7-1-1 for T-T-Y

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