



GETTING RID OF THE FEAR AND HORROR OF PUBLIC SPEAKING

LEARN HOW TO

- Analyze the components of your fear
- Interpret the results of your Self-Assessment
- Substitute knowledge for memorization
- Let your personality lead the way
- Use the three Es to prepare
- Control the butterflies
- Make friends with your audience
- Use both physical and mental techniques to calm yourself
- Get on a roll
- Make the first two minutes work for you – not against you
- Maintain a logical thought pattern
- Think on your feet
- Relax and make your audience relax

CONTACT

If being asked to make short presentations gives you cold sweats, sleepless nights and a stomachache, you already know that your fear is holding back your career advancement. You also know that it's time to get over it. Now there's help. This new seminar from Dale Carnegie Training®, the organization that has helped millions conquer the dread of public speaking, will help you analyze the root causes of your fear and develop specific strategies for eliminating them.

This program is not designed to polish your presentation skills. Instead, it concentrates on that all-important first step: it gives you the confidence to stand in front of a group and speak. You'll learn to see a presentation as nothing more than an enlarged conversation; to use a few simple tricks to calm the butterflies; and, most importantly, get through the first two minutes of your talk - the time that makes or breaks you.

You will be asked to make a few, informal presentations, but we start with small group conversations and very gradually work up to larger groups. Our certified instructors are experts at creating safe environments where your newfound confidence can flourish.

FORMAT

Two-day seminar that runs on consecutive weekdays from 9:00 am to 5:00 pm (Times may vary according to location).

WHO SHOULD ATTEND

People who hate to speak in public and avoid presentations at all costs. This program is not for those who need to polish their skills; it is for people who need to acquire the basic confidence to speak in public.



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ON-SITE DELIVERY

Our corporate consultants will work with you to create customized solutions to assist you in achieving the specific objectives and goals of your organization. Please contact the Dale Carnegie Training® office in your area if you wish to have a course or seminar offered on-site at your location.

TRANSFER & CANCELLATION POLICY

Please contact the Dale Carnegie Training® office in your area for transfer and cancellation policy information.

CONTACT

WHAT YOU WILL COVER

Module 1

Understanding your feelings
How bad is the fear?

Module 2

The top 10 reasons to try to change to become an effective presenter

Module 3

Can everybody be cured?
Who makes the best candidates for success?

Module 4

Step one: Identifying the problems

Module 5

Step two: attempting the modest beginning

Module 6

Step three: 12 ways to minimize fear and anxiety

Module 7

Putting it all together

Module 8

Reviewing the process

FEDERAL GOVERNMENT DISCOUNTS

Dale Carnegie Training® is available for your agency through the GSA Federal Supply Schedule #GS-10F-0329K.

Dale Carnegie Training® gives you exactly what you need to enhance your agency's professional capabilities and results in order to:

Maximize leadership potential

Improve communications, cooperation and trust

Build strong teams, motivation and morale

Increase results with internal and external customers

To get more information regarding courses and seminars currently offering Federal Government discounts or to view pricing information, please visit www.dalecarnegie.com/gsa



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CREDITS

CEU Credits—1.4

CERTIFICATION

Dale Carnegie's Product and Trainer Development management systems are ISO 9001:2000 certified through the Bureau Veritas Quality International (BVQI).

BVQI is an internationally recognized and well-respected ISO registrar that provides objective third party review through semi-annual audits. The scope of our ISO 9001:2000 certification includes our Product Development, Assessment & Measurement, Carnegie University-Trainer Development & Certification, Internal Sales Training, Product Customization, and Internal Consulting Systems.

CONTACT

ACCREDITING ASSOCIATIONS

Accrediting Council for Continuing Education and Training

The Accrediting Council for Continuing Education and Training (ACCET) was founded in 1974, for the purpose of improving continuing education and training, and has been officially recognized by the U.S. Department of Education, since 1978, as a "reliable authority" as to the quality of education and training provided by the institutions they accredit. Dale Carnegie Training® has been accredited by ACCET since 1978 and as a result, graduates will each receive ACCET Continuing Education Units (CEUs).

Graduates of Dale Carnegie Training® are eligible to receive a predetermined number of ACCET "Continuing Education Units" based on classroom hours.

**For More Information or To Register
Please Visit www.dalecarnegie.com**