CONFIDENCE WHILE COMMUNICATING

BUSINESS PRESENTATION EXCELLENCE

MASTER the art of effective communication! As your career progresses, the importance of communication skills increases. The ability to speak, listen and question with conciseness and clarity is essential. **IAIP'S CONFIDENCE WHILE COMMUNICATING** gives you tools to communicate confidently and clearly to clients, leaders, and co-workers. Learn and practice the necessary skills to make you stand out!

BUSINESS PRESENTATION SKILLS ARE...

ESSENTIAL TO YOUR CAREER

- Speak with clarity
- Gain confidence in your speaking style
- Sharpen listening skills
- Impact others with your words
- Connect with your audience

& VALUABLE TO EMPLOYERS

- Develop a cohesive & effective business team
- Elevate level of professionalism
- Foster stronger customer relationships
- Increase retention through professional development
- Produce effective leaders

CONFIDENCE WHILE COMMUNICATING is a 10-hour course consisting of four learning sessions and five practice sessions where prepared and impromptu presentations are evaluated by instructor and class participants. **Learn more at InsuranceProfessionals.org**

International Association of Insurance Professionals
2501 Jolly Road | Suite 110 | Okemos, MI 48864
800.766.6249 | www.insuranceprofessionals.org

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10 TIPS FOR BUSINESS PRESENTATIONS

START

1. UNDERSTAND YOUR AUDIENCE
2. KNOW YOUR TIME PARAMETERS
3. SELECT YOUR SUBJECT AND PURPOSE
4. RESEARCH AND GATHER INFORMATION
5. OUTLINE THE PRESENTATION
6. USE WORDS EASILY UNDERSTOOD
7. ILLUSTRATE THOUGHT AND EMOTION WITH A STORY
8. STIMULATE QUESTIONS
9. INSPIRE A DESIRE FOR ACTION
10. PRACTICE MAKES PERFECT

FINISH

WHAT ARE PEOPLE SAYING ABOUT CONFIDENCE WHILE COMMUNICATING?

*"Prior to taking **Confidence While Communicating**, public speaking and presentations created anxiety for me. They were filled with the common jitters, distracting body language, and rambling sentences. By the end of the course I became more confident in my public speaking. I encourage anyone, particularly those new to their career, to take this course. The results will certainly manifest themselves in future public speaking engagements."*

~ Gene A.

"My employer specifically benefited from the CWC because I became a better listener, more patient and more confident in my responses to claimants after taking the class. In addition, working as membership director, and on the executive board has helped me become better organized, personally and professionally."

~ Jen W.

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