

Presenting Powerful Presentations

When: August 16-17 & 18-19, 1999 (two separate two-day sessions)
Time: 8:00 A.M. - 4:00 P.M.
Where: East West Center, Jefferson hall, Kamehameha Room, 1777 East West Road
Contact: Please call 956-9006, FAX 956-8851 or e-mail juli@eng.hawaii.edu to register.

The objectives of this course are to become aware of the visual and vocal skills of presentations, to learn how to integrate audio-visuals into a presentation, to understand the importance of audience analysis, and to prepare and deliver four video taped presentations applying visual, vocal, and verbal aspects of presentations.

Space will be limited to 2 per county. Hawaii, Kauai, Maui, and Oahu county.

Agenda - Day 1

8:00-9:30 AM	Introduction, Presentation #1
9:30-12:00 PM	3 Rings of Presentation
12:00 - 1:30 PM	Lunch
1:00 - 2:00 PM	Steps of Powerful Presentations, Audience Analysis
2:00 - 3:00 PM	Audio-Visual Overview
3:00 - 4:30 PM	Prepare Presentation for Day 2, "Informative Format"

Agenda - Day 2

8:00 - 8:30 AM	Overview of Day 1, Impromptu Presentation
8:30 - 12:00 PM	Present Informative Presentation Presentation: 5 Minutes Debrief: 5 Minutes
12:30 - 2:30 PM	Working Lunch
2:00 - 3:30 PM	Present Powerful Presentation Team Format: 5 Teams 10-minute presentations for each team