



THE HUMPHREY
GROUP INC.

EXECUTIVE SPEAKER PROGRAM

A Five Session, Private Program by The Humphrey Group

This program is designed for executives and senior managers who wish to convey their ideas with clarity and conviction when they speak. Individuals learn how to define their point of view and articulate it effectively in formal, informal, and off-the-cuff situations. They also learn to speak with conviction, energy and warmth. The goal is leadership. The instruction consists of five sessions, two weeks apart.

The Agenda

Session I. CREATING THE LEADER'S SCRIPT

- Speaking as an act of leadership.
- Focus your message.
- Structure your thoughts persuasively.
- Use conversational, yet powerful, language.

Session II. DELIVERING A NOTE-FORM TALK

- Creating the notes.
- Staying on track: ensuring your message is heard.
- Delivering in a relaxed, but energized, leadership style.
- *Videotaped practice and replay.*

Session III. DELIVERING A PRESENTATION

- Construct the presentation to make a point.
- Keep your visuals simple and clear.
- Position yourself so visuals aid rather than upstage you.
- Make sure your "script" and visuals are well orchestrated.
- *Videotaped practice and replay.*

Session IV. SPEAKING OFF-THE-CUFF

- Stay on-message.
- Listen effectively.
- Pace yourself with pauses.
- Make your body language strong.
- *Videotaped practice and replay.*

Session V. HANDLING Q&A's

- Constructing the answer.
- Staying on message.
- Handling tough questions.
- Using your delivery skills.
- *Videotaped practice and replay.*