



KEEPING IT SHORT & SWEET

For a quick and easy 5 minute effective presentation, define the overall goal of the presentation. Make sure to stay on track and not go off on tangents. It's key to be sincere and brief. Define who the audience is. Identify three key supporting take-home points and visuals (FYI: an audience rarely remembers more than three). Define what you want the audience to do as a result of your presentation. Project confidence...and always remember that practice makes perfect!

The 7 Habits for Managers® 2-day workshop focuses on the management applications of the 7 Habits giving managers the tools to take initiative, resolve conflicts, and unleash the talents and passions of their teams.

Workshop Dates: April 23-24, 2009

[Enhance your management skills today!](#)

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