

Effective Meetings and Presentations: How to Make an Impression that Makes a Difference

Do you spend time leading meetings and giving presentations? Could you use some help strengthening both of these important performance areas? Please note: Final approval for CPE credit for this course is dependent upon your state board of public accountancy.

OBJECTIVES

Upon completion of this course, participants will be able to:

- Gain more results from meetings with clients, co-workers and staff
- Strengthen skills in delivering presentations of all kinds

HIGHLIGHTS

- Learn how to prepare and deliver a traditional presentation to any size group (staff meeting, client meeting, etc.)
- Learn specific strategies for effective meeting preparation and management
- Customize an effective approach to use whenever asked to make an impromptu presentation
- Learn specific strategies for handling difficult people and challenging questions

DESIGNED FOR

Employees within the organization involved in leading meetings and delivering informal and formal presentations



RECOMMENDED CPE:

8

PREREQUISITE:

None

EVENT ID:

EMP

COURSE LEVEL:

Basic/Intermediate

FIELD OF STUDY:

Management, Personal Development

BLI CURRICULUM:

Communication Skills, Leadership Development

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VENDOR:

Business Learning Institute, Inc.



For information regarding on-site training, email aicpalearning@aicpa.org, call **800.634.6780 (Option 1)**, or visit aicpalearning.org.