



# Communication Academy

*People who communicate well, do well.*

## Professional Communication Classes – Winter 2010

Imagine you've been asked to give a speech to a 1000-person audience. Maybe this speech won't make or break your company or your career, but it sure feels that way. Your heart pounds, your knees shake, your chest tightens in mounting panic, and that's just thinking about the speech. What happens when you find yourself before all those faces?

Or maybe you've once again spent the day procrastinating over an important document your boss wanted yesterday? Does the idea of writing anything – a report, a business letter, even an email – have you putting that request on the bottom of your to-do pile?

Wouldn't you like to feel excited, confident and motivated instead? Professional Communication doesn't have to be inherently stressful – it can be a fun, easy and positive experience. Because we understand how critical clear and effective communication is in today's business world, we offer two six-week courses dedicated to honing your professional speaking and writing skills, taught by experienced, engaging and enthusiastic instructors. Benefit from professional Personal Coaching and gain the confidence and skills to succeed in career and life!

In **Professional Public Speaking**, you will:

- Organize, plan and present your ideas clearly, completely and convincingly
- Learn to judiciously utilize visual aids such as Power Point, overheads and charts
- Attract and retain audience attention
- Gain understanding and experience in non-verbal delivery skills such as eye contact, voice dynamics and gestures
- Work towards becoming a quick and flexible thinker
- Have your speeches recorded on DVD
- Gain the most desirable skill in corporate America: great communication!

**Professional Public Speaking \$295\***

Tues 6:30pm - 8:30pm 2/23-3/30

\* \$25 Material fee due first day of class

In **Professional Business Writing**, you will:

- Learn to manage your writing as you would any other business activity
- Gain a definite writing process of organizing, drafting and revision
- Review style and mechanics
- Produce effective content while writing more efficiently
- Overcoming writer's block using simple tools
- Build a process for continuously improving your skills and advancing your career
- See yourself as a writer, even if "writer" isn't in your job title!

**Professional Business Writing \$295\***

Mon 6:30pm - 8:30pm 2/22-3/29

\* \$15 Material fee due first day of class

### Communication Academy

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