

# Coaches Clinic

Provider  
# PVD 0005095

Course  
# 9626011

Certified for 2 CEU's  
In General

Instructor  
Michael G. Zawaki

## Upon completion managers will:

1. Understand how to capitalize on their communication style .
2. Learn how to effectively utilize their non-verbal skills.
3. Learn the mechanics of a presentation.
4. Know the 7 questions that can control an audience.
5. Learn how to control the 9 types of troublemakers.
6. Understand what are the most common mistakes in answering questions.

## Overview

Coaches Clinic was designed for all Community Association Managers, Condominium Board members and all managers wanting to hone their speaking skills. Whether you are introducing yourself, giving a speech, narrating a panel, leading a group, preparing a talk or presiding over a meeting this seminar will be of value to you.

## General Overview

- What is your communication style?
- Traits of a successful communicator.
- Four types of presentations.
- Mechanics of a presentation.
- Ways to open a presentation.
- Visual aids.
- Your non-verbal's.
- Control presentation bad habits.
- Can you hear me?
- Be prepared for disasters.
- Learn how to control nervousness and uncertainty.
- Six deadly presentation sins.
- Questions, Answers and Troublemakers.
- Conclusion ideas.