Public Speaking for Business and more
Registration Form

Who should participate?
- Managers
- Educators
- Researchers
- Business Leaders
- Municipal employees
- Clergy
- Anyone who wants to be a better speaker

Date: ______________________________
Participant Name: ________________________________________
Organization: ____________________________________________
Address: ________________________________________________
_______________________________________________________
Email Address: ___________________________________________
Phone: _____________________________

Payment of $195 is required at the time of registration and
includes a continental breakfast and catered lunch. There are a
limited number of need-based scholarships available.

☐ I have enclosed a check made payable to the
University of Maine Hutchinson Center

To register and pay online go to:
hutchinsoncenter.umaine.edu/professional-development

Refund Policy: 100% refund if you withdraw 10 or more days
before the program start date.

For more information, a scholarship application
or a reasonable accommodation contact
Diana McSorley, 207.338.8093
diana.mcsorley@maine.edu

The University of Maine does not discriminate on the grounds of race, color, religion, sex,
sexual orientation, including transgender status and gender expression, national origin,
citizenship status, age, disability, genetic information, or veteran status in employment,
education, and all other programs and activities. The following person has been designated to
handle inquiries regarding nondiscrimination policies: Director, Office of Equal Opportunity,
101 North Stevens Hall, 581.1226, eoinfo@umit.maine.edu.

University of Maine Hutchinson Center
80 Belmont Ave.
Belfast, ME 04915
207.338.8000
hutchinsoncenter.umaine.edu/

Nov. 2, 2018
8 a.m.–3:30 p.m.
About the Program, Public Speaking for Business and more

PRESENTER

Presenter Tom Dowd, received his communications degree from the University of Delaware. He is a prize-winning speaker, and an award-winning and Amazon best-selling author; trainer and coach. As a member in Toastmasters International, Dowd exhibits consistent success in speech competitions and achieved the Distinguished Toastmaster status in 2015.

Dowd utilized his 25+ years of experience in the financial and customer service industry to start “Thomas Dowd Professional Development and Coaching, LLC,” where he helps people to creatively find their own paths to success.

MORNING AGENDA

8 a.m. Check-in; light breakfast in the Atrium

8:30 a.m. Introductions / Individual Needs Assessment: What do you want from this program?

9–10:15 a.m. Keynote

“Lessons in Public-speaking / Leadership Success”

Emphasis on:
• defining public speaking
• understanding the symptoms of anxiety
• using various presentation methods
• how to get to the point and achieve YOUR goal and the goal of your audience
• relieving the stress of speaking to a crowd
  m discuss the importance of preparation,
  m personal stories, and
  m mental and physical insight to reduce anxiety and increase confidence.

10:15–10:30 a.m. BREAK

10:30–12 p.m. Practical Public-speaking Engagement

The emphasis will be:
• making sure the message sticks,
• writing and its impact on speaking,
• summarizing by using analogies and stories,
• the importance of listening, and
• maximizing your ability to think and speak on the fly.

AFTERNOON AGENDA

12–12:30 p.m. Lunch in the Atrium

12:30–2 p.m. Applied Impromptu Speaking

Emphasis on various methods to formulate thoughts quickly, including PREP, Pros/Cons, WWWW.

Special emphasis on:
• how to use techniques to think quickly,
• how to organize and articulate innovative thoughts thoroughly, and
• how to engage an audience in a short period of time.
• table topics cards.

2 p.m.–2:15 p.m BREAK

2:15–3:30 p.m. Understanding and Engaging the Audience, Elevator Speeches and Individual Reflection and Debrief

Discussions on:
• engaging the audience,
• techniques and impacts of effective storytelling,
• giving an impactful elevator speech,
• voice inflection, body language, stage usage,
• preparation to maximize the delivery and retention of information given.