Practical Public Speaking for Business and more
From Fear to Success
Nov. 8, 2019
8 a.m.–3:30 p.m.

Who should participate?

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

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

Payment of $150 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
Michelle Patten, 207.338.8002
michelle.patten@maine.edu

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About Practical Public Speaking

PRESENTER

Presenter Tom Dowd, received his communication 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. He is a member of National Speakers Association and Maine Career Development Association. 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

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
  • discuss the importance of preparation,
  • personal stories, and
  • 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.

Program Outcomes

• Learn how to relieve the stress of speaking publicly.
• Become skilled to speaking with or without notes and how to support your message most effectively.
• Learn how to think quickly, speak logically and engage your audience.
• Learn how to use the power of personalized storytelling and to increase audience retention.
• Understand that we are surrounded by public speaking opportunities. Those who find their inner confidence always find the most success.

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, and Individual Reflection and Debrief

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