

Confident Communicator Workshops

....Presentation Skills!!

....Communication Skills!!

... Writing Skills!!

Register Online:
www.agcsd.org
Tuition: Per Class
\$179 Member Rate
\$279 Non-Member Rate



Mastering Your Presentation Skills

July 28, August 4, 11 & 18
9:00 am – 12:00 pm

This interactive workshop will help you develop: Immediate Audience Rapport, Communication Connections, An Understanding of Your Audience, The Tools to Harness Nervousness and Your Topics (learn to be totally prepared for your presentations, with practice presentations. *Every time we speak we are making a presentation!*

Effective Business Writing Skills

September 15, 22, 29 & October 6
8:30 am – 11:30 am

Few business skills are more powerful or influential than solid writing skills. These seminars will provide participants with proven tools for writing that they can apply directly to any small assignment or full-length proposal. The sessions will focus on:

- Grammar and usage
- Five essential steps of writing process
- Editing and proofreading

Polishing Your Communication Skills

October 27, November 3, 10 & 17
8:30 am – 11:30 pm

Discover tools, tips, tactics and strategies. This interactive workshop will help you develop: Immediate Rapport, Communication Connections, Key Questions (Continued clarity and listening to client feedback taking you both toward victory), Agreement Tools and Conflict Resolution Solutions (Tools and key elements to have a “Win-Win” outcome).

***Interactive situational class participation, real life homework exercises.
Who should attend these classes?***

A: People who want to learn the tools to understand what makes a speaker great, whether it is one-on-one, a group meeting or presentation.

B: People who want clear understanding of what they are communicating and smooth relations with their clients from the beginning

Instructor: Nancy Kaye

Managing Director, American Communication English, ACE & The Confident Communicator Workshops

Nancy's background includes hosting her own TV and radio shows in Chicago, New York and California. She is an internationally published writer, interviewing many famous people. She is an engaging and inspiring speaker, and instructs one-on-one and group personalized training re-programming sessions globally in all areas of communication. Nancy diagnoses, evaluates, and teaches clients on a needs basis, and fine tunes them offering coaching, on-call client support, and empowerment.

Classes are held at AGC-SD Training Facility 6212 Ferris Square, San Diego CA 92121. For more information visit our website at www.agcsd.org or contact Glen Schaffer at gschaffer@agcsd.org or by calling 858-558-7444 ext 108