

PRESENTATION SKILLS

TRAIN THE TRAINERS



**Illinois
Government
Finance
Officers
Association**

Learning • Connecting • Progressing

Agree to serve as
a volunteer
instructor and pay
no fee!

- ◆ Learn how to deliver organized messages with professional style.
- ◆ Hone your ability to speak concisely.
- ◆ Focus on how to organize messages for maximum impact.

Earn 14 CPE!

Effective Presentation Skills Workshop

Wednesday, October 1st

Instructor and Facilitator Skills Workshop

Thursday, October 2nd

NIU Naperville Campus • 1120 East Diehl Road • Naperville

8:30 AM – 4:30 PM each day

full break service and lunch included

Instructor

Janet Nelson, Communication Training & Coaching

Janet Nelson has worked as a trainer, consultant, and facilitator in communication and management skills for twenty years. She has earned the designation of Certified Professional Facilitator through the International Association of Facilitators. Janet's clients over the years include Baxter Healthcare Corporation, Boston Scientific, McDonald's, LaSalle Bank, Andersen Consulting, Pepsi, ToysRUs, Equity Office Properties, NAVTEQ, and CCC Information Services. Locally, she has served as a facilitator for the City of St. Charles, Batavia Public Schools, the City of Batavia, and the City of Elgin.

More learning objectives:

- √ Build confidence using visual aids
- √ Acquire techniques to handle question-and-answer sessions
- √ Identify qualities and behaviors of a successful instructor/facilitator
- √ Use tools and techniques to manage group interactions
- √ Encourage group participation through icebreakers and energizers
- √ Enhance instructional skills through practice

Volunteer as an IGFOA Instructor and attend both at no charge!

By signing-up you agree to serve as a volunteer instructor for at least two seminars over the next 3 years. You must attend both the Presentation Skills and Instructor Skills Workshops.

Fee: IGFOA volunteer instructors: no charge
All other IGFOA members \$275 per day
Non-members \$400 per day

To register, please contact IGFOA Executive Director Marianne Shank at mshank@igfoa.org or 815-752-8959

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