

# VIRTUAL SPEECH COACH

## Elevating Experts' Presentation Skills

### Professional Communication Coaching Program

All sessions include working on skills to:

- Create a confident mindset
- Reduce pesky ums and filler words (like, you know, so, etc.)
- Level up your executive presence in person and online

**Session 1: Get to the Point!** Answer questions with clarity and confidence by practicing a response framework, which can also be used in developing speech points.

**Session 2: Nail that Interview or Performance Review.** Practice interview questions and create success stories to promote yourself. This technique is also appropriate for explaining case studies.

**Session 3: Communicate through Conflict** (handling disagreements).

**Session 4: Engage through Strategic Storytelling** (learn how to create and deliver compelling stories at work)

**Session 5: Developing Your Message** (creating a presentation that gets results!)

**Session 6: Planning an Effective Meeting** (Learn techniques to stay on topic, to ensure participation, and to make sure that there are actions and follow up.)

**Session 7: Executive Presence in Online Meetings**

**Session 8: Skill Review & Reinforcement**

**How does the coaching work?**

8, 30-minute Zoom coaching sessions in which we discuss the topic, current and upcoming situations at work, and review homework. The homework must be completed prior to the next session. Homework will involve practical application of concepts, and occasionally a reading assignment or use of other resources. Homework will be debriefed at the subsequent session. A link to each recorded session will be provided for your self-review.