

# Graduate College

## Professional Development Seminar Series

### Professional Presentations

# Seminar



**Saturday November 22, 2008.**

**Room B-152 9:30 a.m. to 12:30 pm**

**Presented by Dr. Daniela Truty**

Participants in this highly interactive seminar can look forward to engaging in the following topics:

- Discussion of the different types of professional presentations based on intended outcomes
- Strategies for designing the presentation “with the end in mind”
- Introduction to, and practice with, a simple approach to professional presentations called the “Apple Tree Approach” (Doug Malouf)
- The importance of truly knowing the audience
- Tips for creating effective visuals for the presentation
- Tips for controlling nervousness
- The importance of over-preparation
- Cross-cultural considerations for professional presentations

If time permits, participants will also explore the following specialized professional presentations:

- The elevator speech
- The employment interview as a tool for effective self-presentation

***Please sign in to attend at the Graduate College office B-159  
or Contact Alice Pennamon for Information  
773-442-6015      A-Pennamon@neiu.edu***