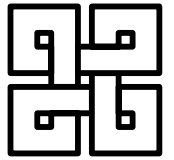


# EPNAVCO



## Public Speaking

**Date to be confirmed  
10 00 am—1.00pm**

Tea/coffee and biscuits provided

### Key objectives covered will be:-

- **Communication**
- **Dealing with nerves**
- **Confidence Building**
- **Body Language**
- **Barriers to listening**
- **Types of presentation**
- **Key stages in Planning, Preparing and Delivering .**
- **Top tips.**
- **How information is taken in.**
- **Questions and Answers**



**This Course is FREE to EPNAVCO member's places secured by £35 deposit Cheque per person which is refundable on attendance.  
Non Members Cost £35.00 per person payable in advance.**

.....  
I am interested in this course please reserve .....places.

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Any special requirements? \_\_\_\_\_