Institute For Community Partnership / Bethlehem University is happy to announce the availability of an:

Public Speaking (Presentation Skills)

- Premises: Institute For Community Partnership / Bethlehem University
- Day: Monday, Wednesday & Saturday from 3 – 6 total hours 12, (4 meetings).

- **Session #1: Communication Skills (3 Contact hrs)**
  This will cover the following:
  - a. Will introduce the dynamics of the communication process, the elements of the communication system, how to control each in order to produce effective communication
  - b. Verbal communication vs. nonverbal communication
  - c. Barriers to communication

- **Session #2: Public Speaking (3 Contact hrs)**
  This will cover the following:
  - a. Public Speaking defined
  - b. What effective speaking is
  - c. Introduced the elements of every speech – the speech, the speaker & the Audience and how to be effective in each
  - d. How to deliver the speech effectively

- **Session #3: Practice Presentation (3 Contact hrs)**
  Each individual will be presenting a 10-15 minutes presentation on a certain topic.

- **Session #4: Practice Presentation (3 Contact hrs)**
  Each individual will be presenting a 10-15 minutes presentation on a certain topic.

*For information please call us at the ICP*
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E-mail: icp@bethlehem.edu
*For registration please visit us at the ICP*