



## **Training Programs**

### *What to Expect from a Patricia Kantor Associates Program*

**Presentation Skills Training** is a valuable asset for anyone's career. Often powerful presenters achieve recognition for their work and advance further and faster than their untrained associates. We offer the following exclusive workshop settings.

#### **Individual / Executive Presentation Training**

Individual training allows a participant to focus intensely on the fundamentals of powerful presentations. Sessions are attuned to developing personal strengths through interaction between the participant and coach.

Participants explore presentation objectives and the skills needed to craft a persuasive presentation. Videotaping along with personalized review allows participants to obtain instant feedback, developing and refining their new skills.

#### **Small Group Presentation Workshops**

This program provides all the fundamentals of preparing, designing and developing a powerful presentation, while still focusing on the individual within a group setting. All elements of training are covered in this workshop which is always customized for your company. Some topics include *key message identification*, the *organizing outline* and *how to engage an audience*.

Additional benefits to be gained from the group workshop: Participants benefit from directed group feedback; team building emerges from the co-operative nature of the workshop; the corporate culture is clarified and strengthened.

#### **Large Group Settings**

"Powerful Presentations" is a favorite topic for industry retreats, company meetings and break-out sessions. These programs provide a forum for the sharing of detailed "best practices" presentation techniques.

Emphasis is placed on sharing a large fund of proven tips and techniques that the audience can implement immediately in both developing and delivering their presentations. Question and Answer components allow participants to personalize their newly acquired tools to their own needs.

#### **Launches and Special Events**

Patricia works closely with Managing Directors and C-Level Executives (CEOs, COOs, CFOs) on an individual and team basis preparing them for business pitches, speeches, presentations and reports. These launches and special events include Corporate and Executive Board meetings, Product launches in the Technical, Insurance and Financial fields, including Hedge Fund launches; Government, Town Hall meetings and other Public Sector engagements.



Training for these special presentations entails carefully identifying the key points and strategy, crafting those into a theme; unifying the message throughout the presentation and tailoring the pitch to the target audience. Helping executives develop the message and refine their professional presence is an area of specialization for Patricia. Patricia works closely with Managing Directors and C-Level Executives (CEOs, COOs, CFOs) on an individual and team basis preparing them for business pitches, speeches, presentations and reports. These launches and special events include Corporate and Executive Board meetings, Product launches in the Technical, Insurance and Financial fields, including Hedge Fund launches; Government, Town Hall meetings and other Public Sector engagements.

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### ***International Communication and Presentation Training***

Patricia Kantor Associates offers a unique series of workshops designed for businesses that operate globally.

These programs offer specialized Presentation Training for speakers in response to an ever expanding and current need from international companies and organizations to present a unified message across geographic borders.

Communication and Presentation Training workshops specifically address language and cultural barriers; and also include training for Executive Interviews and Business Etiquette courses.

Patricia Kantor Associates works with many large and medium sized companies and organizations in the US who present to international audiences. In addition Patricia has worked on site with organizations and companies in Europe, Asia, The Middle East and Africa to help foreign-based presenters adjust to US business expectations.

### ***Cultural Competency Training***

Patricia Kantor Associates has also partnered with CenterNorth to provide a comprehensive suite of programs, called Cultural Competency Training.

These high impact programs address the issues of cultural alignment and seamless working relations across borders. They equip senior executives with the key insights necessary to partner productively with colleagues and customers from varying backgrounds.

The Cultural Competency training model also includes Presentation Training to strengthen communication skills across borders. Business Etiquette training complements out the programs to help executives adapt to international social and business expectations. Cultural Competency Training programs include:

- I. Hidden Differences: Increasing cultural self-awareness
- II. Mastering the American Business Mindset



- III. Business Etiquette
- IV. International Communication and Presentation Training.
- V. Management Training

### ***Coaching for Executive Interviews***

Executives who advance their careers as they change jobs come to realize that the executive interview itself is very much a presentation, albeit a specialized one. These sessions focus on crafting a message that clearly communicates one's personal achievements and strengths. Emphasis is placed on what one has learned from past managerial experiences in terms of such critical areas as leadership, delegating, trust, and highlighting a host of other high level personal skills.

Executives are coached to gain advantage in the interview process by making it a conversational presentation of their strengths. Attention is given to preparation of well crafted responses, polishing the Executive's professional presence and clarifying the impression they wish to make.

*Quote: "When sitting in the interview, or in front of the Board, the executive should be prepared with well crafted responses, even a mini presentation on a variety of topics...but it should feel like a conversation". -Patricia Kantor, 2006.*