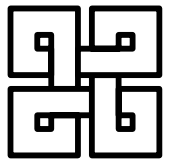


EPNAVCO



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 reserveplaces.

Name: _____

Organisation: _____

Address: _____

Telephone: _____ E-mail: _____

Any special requirements? _____