

# **2019 OMAA/OML WEBINAR: EFFECTIVE PRESENTATION SKILLS**

**Thursday, September 19, 2019 – 11:00 a.m. – 12:00 noon**

**COST: \$100 PER REGISTRANT - REGISTRATION LIMITED TO 50 REGISTRANTS PER SESSION. (There is no CLE credit for these webinars.)**

## **PROGRAM OVERVIEW:**

Effective Presentation Skills: If you don't like presentations then this is for you. You will learn basic essentials of effective presentations including preparation, poise, posture and presence. You will learn how to effectively engage your audience and get them involved in your presentation. There is a technique to conducting an effective presentation. It doesn't come easy. We will also discuss the impact of non-verbal and verbal communication, listening and other important items that lead to a successful presentation.

## **PRESENTER: Yolanda N. Stephens, M.S. Ed., SPHR, SHRM-SCP**

Yolanda brings 20 years of experience in human resources, training and organizational development and strategic planning. She is currently the Training and Development Manager at the Miami Valley Communications Council, where she oversees the training program for thirty local cities. She is also the Founder and Principal Consultant of Innovative Performance Consulting, LLC. She has employed her expertise in the public, private, government and educational sectors; including Miami Valley Communications Council, Woolpert, NCR, Aon Consulting, Dayton Public Schools, University of Dayton, Franklin University, Clark State, and Wright State University. She has developed and deployed talent development programs internationally for senior level executives, managers and individual contributors. She has also created and managed global career and leadership development, coaching and mentoring programs and currently works as an Adjunct Instructor at Franklin University in the Ross School of Business. Yolanda specializes in improving individual and team effectiveness while engaging creativity and energy. Her expertise lies in the areas of training and employee development, leadership and management skills, coaching, performance management, teambuilding, communication skills, generational diversity, customer service and more. Her audiences have varied from two to over eight hundred participants. She believes in “maximizing performance for maximum results” by creating performance solutions that cater to individual and organizational needs.

## **Complimentary power point slides will be provided to the attendees.**

*TO REGISTER: email the registration form to CYNDIE, at [cgrant@omloho.org](mailto:cgrant@omloho.org), and copy [cblake@omloho.org](mailto:cblake@omloho.org), or mail it to the OMAA/OML offices (Please mail your \$100 check, made out to the OMAA, to the OMAA/OML offices: 175 S. Third St., Suite 510, Columbus, OH 43215.)*

Registrants are encouraged to set up for the webinar in a conference room, with a speaker phone and a computer screen, and to invite other city officials to attend. Registrants are encouraged to notify us of the number of participants attending the webinar and if any are from other communities (for our records, only).



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## **EFFECTIVE PRESENTATION SKILLS**

*Presenter – Yolanda N. Stephens, M.S. Ed., SPHR, SHRUM-SCP*

PLEASE PRINT:

Municipality \_\_\_\_\_

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Name of Law Director/Solicitor/Official \_\_\_\_\_

*(Please indicate your job title. This helps direct the presentation.)*

Email \_\_\_\_\_ Phone \_\_\_\_\_

*The email you indicate above is the email to which I send all correspondence – info about how the webinar works, the power point slides and the webinar email invitation.*

**(Notice: We always email registration confirmation and info about how to enter the webinar at the latest by 5:00 p.m. the day before the webinar. If you do not receive this confirmation let us know.)**

**COST: \$100 per registrant** (limit of 50 registrants per webinar session)

Your municipality counts as 1 registrant. You may have as many city officials (attorneys, mayors, council members, etc.) attend as you wish, for this \$100 fee. **(Mail your check, made out to OMAA, to our offices. If we should bill someone besides the municipality please also indicate the name and full address of that entity on this form.)** You may email or fax the registration form to us.) *(For our records we appreciate your advising us at [cgrant@omloho.org](mailto:cgrant@omloho.org) & [cblake@omloho.org](mailto:cblake@omloho.org) how many officials you plan to have attend.)*