

# Jae Limited

## Professional Development Series

### Communications Training

#### Course Catalog

#### FY '09



Jae Limited  
P.O. Box 59909 Potomac, MD 20859  
301-948-7636 fax 888-276-1998

[www.jaelimited.com](http://www.jaelimited.com)

# Jae Limited

## Professional Development Series

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# OVERVIEW OF JAE LIMITED



**GS-02F-0097N**  
[www.jaelimited.com](http://www.jaelimited.com)

## Professional Development Training

Jae Limited is a woman-owned, small business. The firm was founded in 1985 on the principles of developing and delivering high-quality training. Jae Limited specializes in communications training with national-level training courses for the Federal Government in the Professional Development Series.

This series provides the requisite knowledge and skills for government professionals to improve their work performance and communication abilities. This series provides students with the tools necessary to prepare the highest quality written material, to conduct polished briefings and to communicate in all situations with clarity, confidence, poise and presence. This training series shapes the "promote-able employee."

The Professional Development Series includes:

- ✚ Simply Grammar
- ✚ Business Writing - Write 2 the Point!
- ✚ Expert Presentation Skills
- ✚ Effective Briefing Techniques
- ✚ Effectively Managing Your Stress
- ✚ Mastering the Art of Business Communications
- ✚ Coaching Yourself and Others for Peak Performance

## BIOGRAPHY OF JOAN WISNOSKY

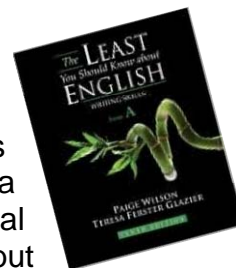
Joan Wisnosky is the owner and president of Jae Limited. She has developed and conducted training courses for government and industry in the areas of professional and career development, program management, acquisition management, contract administration and security management. Joan has over 25 years of experience in the development, management and presentation of training programs and courses. She has authored numerous training manuals for the Federal Government. And she has presented countless seminars and training courses across the country with most of her business resulting from personal referrals and long-term clients.



Having trained such a large number and wide variety of professionals from so many organizations, Joan is able to deliver high-quality instruction to diverse audiences. Her dynamic personality and expertise command student interest and involvement. Joan has trained thousands of students enrolled in Jae Limited's Professional Development Series. Student critiques and client evaluations rate her training highly.

Joan has a Bachelor of Arts degree from the University of Pittsburgh, Pittsburgh, PA. She also has a Masters Certificate in Leadership Coaching from George Washington University, Washington, DC.

## PDS - 101 SIMPLY GRAMMAR - THE LEAST YOU SHOULD KNOW ABOUT ENGLISH



**Overview:** Have you experienced the embarrassment of having your grammar corrected; are you making the same mistakes most business writers make; and finally, would you like to project confidence and present a more polished, professional image? Some of the most basic grammatical problems can baffle even the most intelligent of us. Here's a short but incisive course focusing on grammar, punctuation and wordiness.

This course demystifies grammar by outlining "must-know" grammar rules no professional can do without. Other topics include: making your communications "lean and mean," avoiding sexism in your writing and speaking, limiting adjectives for more powerful communications and avoiding the glaring "singular or plural" errors most people make. The theme of the course is how to make both your verbal and written communications easily understood. Be a take charge communicator. Lose your anxiety over writing and grammar! And best of all you'll take home a valuable, college text desk reference. Is it *who* or *whom* or *between you and I* or *between you and me*? Find out in class.

**Who Should Attend?** Those who want to "brush up" on English grammar to become better writers and speakers.

**Objectives:** By the end of the course, you will be able to:

- ✚ Identify and avoid common mistakes in grammar and usage.
- ✚ Increase the impact, clarity and overall effectiveness of your verbal communications and written products by following the basic guidelines of grammar and word usage.

- Topics:**
- ✚ Use Standard English in written and oral communications
  - ✚ Use the correct form of verbs and "tricky" pronouns
  - ✚ Avoid duplication in your writing and write succinctly
  - ✚ Use punctuation correctly
  - ✚ Spot and quickly fix common errors

**Length:** Two days

**Class Size:** Minimum 20 with a capacity of 35

**Students' and Clients' Comments:** [www.jaelimited.com/comments/pds101.pdf](http://www.jaelimited.com/comments/pds101.pdf)

# SIMPLY GRAMMAR

## AGENDA



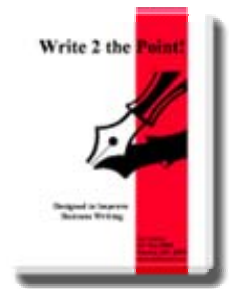
### DAY ONE

8:30	Course Overview -The Least You Should Know about English
8:40	Pre-test and Review
9:00	Words Often Confused in English
9:45	Contractions
10:00	BREAK
10:15	Possessives
10:30	Subject and Verb Agreement
11:00	Prepositional Phrases
12:00	LUNCH
1:00	Correcting Run-Together Sentences
2:00	BREAK
2:15	Correcting Fragments (Using Independent and Dependent Clauses)
3:00	Using Standard and Irregular Verbs
3:30	ADJOURN

### DAY TWO

8:30	Review
8:40	Avoiding Dialect Expressions
9:00	Progress Test and Review
9:45	BREAK
10:00	Making Subject, Verbs and Pronouns Agree
10:45	Choosing the Right Pronoun
11:30	Correcting Misplaced and Dangling Modifiers
12:00	LUNCH
1:00	Using Parallel Construction
1:20	Correcting Shift in Time and Person
1:30	Correcting Wordiness
2:00	Progress Test and Review
2:30	BREAK
2:45	Punctuation
3:30	ADJOURN

## PDS - 201 BUSINESS WRITING - WRITE 2 THE POINT!



**Overview:** More energy is wasted on worthless writing - in both creating and reviewing it - than just about any other business activity. Fortunately, good writing can be easy with this course which lays the foundation for writing more precise and direct correspondence, documents, reports, etc. The theme of the course is how to make your written communications straight-forward, credible and easily understood.

Stressing conciseness, clarity and good organization in correspondence, this course is lively, informative and practices what it preaches. The manual is a useful guide of key points and rules that makes correct structure easy and painless.

**Who Should Attend?** Those who want to become more articulate, effective and powerful communicators or those responsible for reviewing/editing other's work.

**Objective:** By the end of the course, you will be able to write more effectively with less effort by applying the principles in the step-by-step process for effective writing.

- Topics:**
- ✚ Overcome "poor writing" tendencies
  - ✚ Determine your goal in writing
  - ✚ Organize your thoughts and overcome writer's block
  - ✚ Revise your material and develop on-target paragraphs
  - ✚ Write "easy-to-understand," organized documents with preferred words
  - ✚ Critique and edit the work of others
  - ✚ Become an independent writer

**Length:** Two days

**Class Size:** Minimum 20 with a capacity of 35

**Students' and Clients' Comments:** [www.jaelimited.com/comments/pds201.pdf](http://www.jaelimited.com/comments/pds201.pdf)

# BUSINESS WRITING - WRITE 2 THE POINT!

## AGENDA

### DAY ONE

8:30	Overview of Professional Writing (traits of good vs. poor writing)
8:45	Exercise - Diagnostic Writing Assignment for Instructor Review
9:00	<b>CH 1 - An Approach to Effective Writing - Your Purpose Statement</b>
10:00	BREAK
10:15	CH 1 - Exercise - Develop a Clear Purpose Statement and Critique Others' Purpose Statements
11:00	<b>CH 2 - Planning for Effective Writing - Researching and Outlining</b>
11:45	LUNCH
12:45	CH 2 - Exercise - Mind Mapping and Outlining
1:15	<b>CH 3 - The First Draft and Overcoming Writer's Block</b>
2:00	BREAK
2:15	CH 3 - Exercise - Writing Your First Draft
3:30	ADJOURN

### DAY TWO

8:30	Review
8:45	<b>CH 4 - Revising and Refining the First Draft</b>
9:15	CH 4 - Exercise - Revise Your First Draft
10:15	BREAK
10:30	<b>CH 5 - Paragraphs</b>
11:15	CH 5 - Exercise - Paragraph Development
11:30	LUNCH
12:30	<b>CH 6 - Sentence Variation and Structure</b>
1:30	CH 6 - Exercise - Eliminating Wordiness in Sentences
2:00	BREAK
2:15	<b>CH 7 - Word Choice and Final Editing</b>
2:45	CH 7 - Exercise - Demonstrating Clarity and Improving Readability
3:30	ADJOURN



## PDS - 301 EXPERT PRESENTATION SKILLS



**Overview:** If your job requires you to make presentations or if you want to gain important visibility, this is a one-day course you can't miss. Since most of us have difficulty putting our thoughts into words, this course will give you the simple methodology to improve your speaking style and presentation delivery. Since superior presentation skills are crucial to personal/professional growth, you'll learn how to prepare material easily and communicate more effectively just as the experts do.

Since the expression: "Practice makes Perfect" doesn't hold true in public speaking - it's important to know the basics of what works and what doesn't work. The expression is actually: "Practice makes Permanent." And who can afford to solidify bad speaking habits?

The training manual is timely, relevant and designed to help you get long-term results. It includes valuable tips and checklists with the very latest information to equip you with the tools necessary to present highly professional, effective briefings.

**Who Should Attend?** Those interested in learning about public speaking as well as those more seasoned speakers who want to stay abreast of the latest information in the highly visible field of public speaking.

**Objective:** By the end of the course, you will understand the dynamics of expert public speaking.

- Topics:**
- ✚ Uncover the myths in public speaking.
  - ✚ Review the tips to overcome nervousness.
  - ✚ Understand the components of an audience analysis.
  - ✚ Understand what it takes to present like a pro.
  - ✚ Review proven techniques that work.
  - ✚ Understand style and how to use it.

**Length:** One day

**Class Size:** Minimum 20 with a capacity of 35

**Students' and Clients' Comments:** [www.jaelimited.com/comments/pds301.pdf](http://www.jaelimited.com/comments/pds301.pdf)

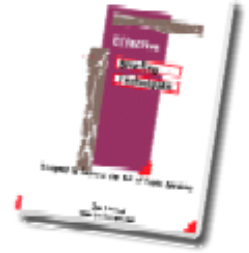
# EXPERT PRESENTATION SKILLS



## AGENDA

8:30	Course Introduction the Myths of Public Speaking
8:45	Getting Started – Presentations Give You Visibility
9:00	Overcoming Nervousness
9:30	Exercise – What’s the Worst that Could Happen?
9:45	BREAK
10:00	The Pros and Cons of Five Types of Presentations
10:30	What is Style, and Where Can I Get It?
11:00	Vocal Variations
11:30	LUNCH
12:30	Understanding Nonverbal Communications
1:00	Tips to Improve Your Presentation
1:45	Those Incredible Props – What Works and What Doesn’t
2:00	BREAK
2:15	Sharpen Your Appearance
2:30	Handling Questions and Answers like a Pro
3:00	And Now the End!
3:15	Personal Coaching Plan of Action
3:30	ADJOURN

## PDS - 302 EFFECTIVE BRIEFING TECHNIQUES



**Overview:** Every day thousands of presentations are given; a few of them will be sensational by inspiring the audience or even persuading them. This course will equip you with the knowledge and tools to become one of the few accomplished presenters. The course is concentrated, and it identifies and demonstrates techniques for delivering effective presentations. It involves lectures and practical exercises. With instructor and audience feedback, you'll be able to walk away with valuable insight to excel in your presentation deliveries.

Five types of presentations are analyzed, and you are taught how to determine which would be the most appropriate for every audience. And you'll also learn which types of presentations are deadly!

The training manual is a detailed reference book written in a lively, anecdotal style with easy-to-follow formats immediately useable to begin your upward success in effective speaking.

Effective verbal communications are of vital importance in any government or business organization. Display confidence and poise the next time you are called upon to deliver an address.



**Who Should Attend?** Those interested in sharpening their public speaking and script writing skills, particularly those wishing to overcome "speaking jitters." Those putting others to sleep!

**Objective:** By the end of the course, you'll be able to develop and deliver an effective presentation with greater confidence, credibility and presence.

**Topics:**

- ✚ Write an informative, dynamic presentation tailored to your audience.
- ✚ Structure your material in a logical manner.
- ✚ Use simple tips: know what works and what doesn't.
- ✚ Determine your audience's needs.
- ✚ Overcome nervousness!
- ✚ Present like a pro.
- ✚ Practice effective listening techniques.
- ✚ Get your point across.
- ✚ Design a PowerPoint briefing.

**Length:** Three days

**Class Size:** Minimum 15 with a capacity of 25

**Students' and Clients' Comments:** [www.jaelimited.com/comments/pds302.pdf](http://www.jaelimited.com/comments/pds302.pdf)

# EFFECTIVE BRIEFING TECHNIQUES

## AGENDA



### DAY ONE

- 8:00 Course Introduction, Overview and Objectives
- 8:20 CH 1 - **Public Speaking Overview and Self-Analysis**
- 9:15 CH 2 - **Writing Your Presentation**
- 9:45 BREAK
- 10:00 Exercise - Writing Your Presentation
- 10:30 CH 3 - **Overcoming Nervousness**
- 11:00 CH 4 - **Five Types of Presentations**
- 11:30 LUNCH
- 12:30 Exercise - Individual Presentations and Feedback
- 2:00 BREAK
- 2:15 CH 5 - **What is Style, and Where Can I Get It?**
- 2:45 CH 6 - **Vocal Variations**
- 3:00 ADJOURN

### DAY TWO

- 8:00 Review
- 8:15 CH 7 - **Understanding Nonverbal Communications**
- 9:00 BREAK
- 9:45 Exercise - Individual Presentations and Feedback
- 11:15 CH 8 - **Tips on Improving Your Presentation**
- 11:45 LUNCH
- 12:45 CH 9 - **Those Incredible Props - What Works - What Doesn't**
- 2:15 BREAK
- 2:30 CH 10 - **The Reason You Are There - Your Audience**
- 3:00 ADJOURN

### DAY THREE

- 8:00 Review
- 8:15 CH 11 - **Sharpen Your Appearance**
- 9:00 CH 12 - **Handling Questions and Answers like a Pro**
- 9:30 BREAK
- 9:45 CH 13 - **And Now the End!**
- 10:00 Final Exercise - Individual Presentations with Written Feedback
- 12:00 LUNCH
- 1:00 Final Exercise - Individual Presentations with Written Feedback
- 2:30 BREAK
- 2:45 CH 14 - **Time to Look Inward** (Self-Improvement Exercise/Plan of Action)
- 3:00 ADJOURN

## PDS - 401 EFFECTIVELY MANAGING YOUR STRESS

**Overview:** Would you like to de-stress your life? By uncovering the stressors in your life, you'll learn that stress can be controlled. If you suffer from low energy and fatigue during the day, you may have one of the many symptoms of stress. Since stress is at epidemic proportions in our country today, it's important to recognize its causes so you can manage your responses to it better.



This course covers the difference between good and bad stress (even though your body only has only one reaction), signals of distress, the changing workplace and that effect on you, avoiding burnout, 101 stress relievers as well as 25 ways to simplify your life. You'll notice a difference instantly by learning how to "change the way you think" and "change the way you breathe."



**Who Should Attend?** Anyone who would like to understand stress complications and manage stress effectively. Those who are stressed.

**Objectives:** By the end of this session, you will be able to understand stress and overcome its risks by practicing stress reduction techniques.

- Topics:**
- ✚ Understanding Stress
  - ✚ Dealing Effectively with Anxiety and Worry
  - ✚ Understanding the Connection between Change and Stress
  - ✚ Diagnosing Dedication and Addiction (Burnout)
  - ✚ Measuring Your Stress
  - ✚ Balancing Work, Family and Personal Needs
  - ✚ Practicing Five-Minute Stress "Busters"
  - ✚ Stress Management Tools (Alleviating and Managing Stress)
  - ✚ 101 Stress Relievers
  - ✚ Changing Habits
  - ✚ 25 Ways to Simplify Your Life

**Length:** One day

**Class Size:** Minimum 20 with a capacity of 35

**Students' and Clients' Comments:** [www.jaelimited.com/comments/pds401.pdf](http://www.jaelimited.com/comments/pds401.pdf)

# EFFECTIVELY MANAGING YOUR STRESS

## AGENDA

- 8:30 Overview of stress, its effects and causes
- 8:45 Minimize stress effects
- 9:00 Understand and control anxiety and worry
- 10:00 BREAK
- 10:15 Change as a stressor
- 10:45 Understand job stress and burnout
- 11:15 Balancing work, family and personal needs
- 11:45 LUNCH
- 12:45 Restore harmony
- 1:00 Improve your coping skills exercise
- 1:45 BREAK
- 2:00 Stress management tools for immediate use
- 3:30 ADJOURN



## PDS - 501 MASTERING THE ART OF BUSINESS COMMUNICATIONS

**Overview:** Are you looking for new ways to communicate to your co-workers and employees, increase your productivity and advance your career? Are you communicating to make the right visual, vocal and verbal impact? This two-day course is filled with information to become a better communicator. Nothing can be achieved without the combined cooperation, commitment and action of people. That's why your interpersonal skills are so critical to your own effectiveness and performance boosting your productivity and promotability.









Communication with colleagues is no longer just a matter of having a good working relationship. Today, successful communication has become a business imperative and an ingredient for success. It's the art of savvy business interaction. Since most of our day (about 80%) is spent communicating -why not communicate with clarity, authority and power?

The course covers developing communication skills that will help foster collaborative relationships in the workplace. This includes positively influencing others and developing skills to become flexible in your actions, thoughts and feelings to better handle any situation.

**Who Should Attend?** Those who want to master the keys to communication for handling any communication situation with greater flexibility, confidence and professional presence.

**Objectives:** By the end of the course, you will be able to use proven interpersonal communication techniques to successfully achieve your goals.

### Topics:

-  Persuade others to get what you want
-  Listen actively to your advantage
-  Understand and use the power of body language
-  Increase the power of your words
-  Learn the keys to communicating in the workplace
-  Talk your way to success

**Length:** Two days

**Class Size:** Minimum 20 with a capacity of 35

**Students' and Clients' Comments:** [www.jaelimited.com/comments/pds501.pdf](http://www.jaelimited.com/comments/pds501.pdf)

# MASTERING THE ART OF BUSINESS COMMUNICATIONS

## AGENDA



### DAY ONE

- 8:30 Course Overview and Introductions
- 8:40 The Need for Effective Communications
- 9:15 Communications: Mishaps and Masterpieces
- 10:30 BREAK
- 10:45 Steps to Active Listening
- 11:30 LUNCH
- 12:30 Understanding Nonverbal Communications
- 1:45 BREAK
- 2:00 The Power of Persuasion
- 3:00 Reading Body Language and Building Rapport
- 3:30 ADJOURN

### DAY TWO

- 8:30 Be a Terrific Negotiator
- 9:45 BREAK
- 10:00 Giving Clear Instructions - How Do You Rate?
- 11:30 Giving and Receiving Criticism
- 12:30 LUNCH
- 1:30 Communication Styles of Men vs. Women or “The Gender Divide”
- 2:15 BREAK
- 2:30 Powerful Presentations Made Easy
- 3:30 ADJOURN

## PDS - 601 COACHING YOURSELF AND OTHERS FOR PEAK PERFORMANCE

**Overview:** This course is an introduction to coaching. By now, nearly everyone has heard of this powerful, dynamic new discipline. Since its inception in the early 90's, coaching has become a must for progressive work environments. Many of today's top performing organizations and individuals turn to coaching to achieve success or to gain an advantage over competitors. Coaching helps senior executives, mid-level managers and employees perform at their full potential.



Successful coaching requires trust, respect, sincere interest and personal regard and as well as finely tuned interpersonal communication skills. It's not just counseling or advising employees; rather, coaching is a rigorous process intended to enable truly exceptional performance over an extended period of time. It applies advanced models and techniques to bring out the best in your employees. These methods can also be used in coaching yourself toward peak performance.

By taking this workshop, you'll learn the basic theory and techniques of coaching. You will understand primary personal motivators, impediments to progress and ways to overcome these hurdles. Find out what drives you and those around you, and begin to tap into the reserve making your organization top notch.

**Who Should Attend?** Those who want to understand coaching and help themselves and others improve their performance and achieve their goals.

**Objective:** By the end of the course, you'll be able to use specific coaching techniques to enhance your performance as well as those whom you coach.

- Topics:**
- ✚ Recognize your own strengths and weaknesses and maximize your strong points.
  - ✚ Demonstrate active listening and give positive feedback.
  - ✚ Recognize the significance of today's coaching practice.
  - ✚ Demonstrate effective coaching skills using powerful questions.
  - ✚ Establish a non-threatening, positive coaching environment.
  - ✚ Promote a win-win situation in the work place and at home.

**Length:** Two days

**Class Size:** Minimum 20 with a capacity of 35

**Students' and Clients' Comments:** [www.jaelimited.com/comments/pds601.pdf](http://www.jaelimited.com/comments/pds601.pdf)

# COACHING YOURSELF AND OTHERS FOR PEAK PERFORMANCE

## AGENDA

### DAY ONE

- 8:30 Course Overview and Introductions
- 8:40 Chapter 1 – Coaching – Your Introduction to Transformational Change
- + The Newest Self-Development Discipline
  - + Coaching vs. Mentoring, Counseling and Facilitation
- 9:45 BREAK
- 10:00 Chapter 2 – Characteristics of a Great Coach – Do You Have What It Takes?
- + Competencies of Great Coaches Checklist
- 10:45 Chapter 3 – The Tools of Coaching – The Coaching Model
- 12:00 LUNCH
- 1:00 Chapter 4 – Self-Coaching Exercises
- + Prioritize Your Own Values
  - + Is Your Life in Balance?
- 2:00 BREAK
- 2:15 Chapter 4 – Self Coaching (cont.)
- + Your Mission Statement
  - + Tips on Behavioral Change
- 3:30 ADJOURN



### DAY TWO

- 8:30 Review
- 8:40 Chapter 5 - Listening – The Key to Powerful Communications
- + Steps to Active Listening
  - + Barriers to Your Listening
  - + Nonverbal signals of an excellent listener
- 9:30 Chapter 6 – Nonverbal Talking and Building Rapport
- 10:00 BREAK
- 10:15 Chapter 6 – Nonverbal Talking (cont.)
- 10:30 Chapter 7 – Coaching Others
- + The Intake Session
  - + The Second Coaching Session
  - + Future Coaching Sessions
  - + Coaching Session Tips
  - + The Use of Questions
  - + Sample Questions to Get You Started
  - + Coaching Co-workers
  - + Discovering Other's Strengths
  - + Helping Others set "Smart Goals"
- 11:30 LUNCH
- 12:30 EXERCISE in Coaching Others
- 1:45 BREAK
- 2:00 Chapter 7 – Coaching Others (cont.)
- 3:30 ADJOURN



## JAE LIMITED PARTIAL CLIENT LIST

- ✚ Federal Executive Boards
  - Los Angeles, CA
  - San Francisco, CA
  - New York City, NY
  - Newark, NJ
  - Dallas, TX
  - Baltimore, MD
  - Pittsburgh, PA
  - Honolulu, HI
  
- ✚ Department of the Navy, Washington, DC; San Diego, CA
- ✚ Department of the Army, Ft. Monmouth, NJ; Ft. Hamilton, Brooklyn, NY
- ✚ Federal Emergency Management Agency, Emmitsburg, MD; Washington, DC; Oakland, CA
- ✚ U.S. Dept. of Housing and Urban Development, San Francisco, CA; Los Angeles, CA; Phoenix, AZ
- ✚ Defense Contracting Mgmt. Agency, Santa Ana, CA; Carson, CA; El Segundo, CA; Ontario, CA; Baltimore, MD
- ✚ Drug Enforcement Administration, Los Angeles, CA
- ✚ United States Postal Service, Queens, NY
- ✚ Environmental Protection Agency, San Francisco, CA
- ✚ U.S. Department of Homeland Security, Washington, DC; Indianapolis, IN; Laguna Niguel, CA; Los Angeles, CA; San Francisco, CA
- ✚ U.S. Secret Service, Washington, DC
- ✚ Social Security Administration, Washington, DC; Richmond, CA; Baltimore, MD
- ✚ Federal Public Defender, Los Angeles, CA
- ✚ U.S. Bankruptcy Court, Los Angeles, CA
- ✚ U.S. Treasury Acquisition Institute, Washington, DC
- ✚ Internal Revenue Service, Washington, DC; New York, NY; Los Angeles, CA
- ✚ Federal Aviation Administration, Chicago, IL
- ✚ Air Force Research Lab, Kirtland AFB, Albuquerque, NM
- ✚ Department of the Air Force, Los Angeles AFB, CA; Hanscom AFB, MA; Edwards AFB, CA; Pope AFB, NC; Randolph AFB, TX; Wright-Patterson AFB, Dayton, OH
- ✚ General Services Administration, Washington, DC; Ft. Worth, TX; Dallas, TX; Denver, CO; San Francisco, CA
- ✚ Department of Transportation, San Francisco, CA
- ✚ U.S. Coast Guard, St. Augustine, FL; Elizabeth City, NC
- ✚ U.S. Dept. of Veterans Affairs, Los Angeles, CA

# GSA SCHEDULE COURSE PRICES

## Contract # GS-02F-0097N

### Jae Limited Course Prices reflecting Government Discounts

December 2009

Course Title	Course Length	Course Fee	Class Size*
Simply Grammar	2 days	\$5,928.	20
Business Writing – Write 2 the Point!	2 days	\$5,928.	20
Expert Presentation Skills	1 day	\$3,744.	20
Effective Briefing Techniques	3 days	\$6,708.	15
Effectively Managing Your Stress	1 day	\$3,744.	20
Mastering the Art of Business Communications	2 days	\$5,928.	20
Coaching Yourself and Others for Peak Performance	2 days	\$5,928.	20

**NOTES:** All classes include instruction, course textbooks, handouts, certificates and evaluations.  
Travel and per diem are additional outside the Washington, DC Metropolitan Area.  
Classes can be tailored to meet client needs.

\* If additional students are enrolled, then price per-person rate applies for each additional student.

