

## **Communication Clinic: How to Avoid the Most Common Business Mistakes**

by  
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### **Short Description of the Presentation:**

Clear, proper and positive communication is critical when it comes to communicating with people through emails, presentations and/or personal interaction. This presentation will review the most common mistakes and how to correct them.

### **Key Areas of Communication:**

- **Writing Power Emails and Strengthening Written Communication**
  - What it says about you
  - Things to avoid when writing
  - Tips to create clarity
  - Three simply ways to catch errors before sending emails
  - Practical suggestions when writing emails
  - Texting tips and guidelines
- **Making a Successful Presentation**
  - Ways to overcome stage fright
  - Three parts of a presentation
  - Steps of presentation creation
  - Delivery suggestions
  - Slide design tips
  - Equipment checklist
- **Developing a Professional Presence and Being Assertive**
  - Appearance, posture, presence, etc.
  - Audience interaction
  - Phrases to avoid
  - Hosting meals and table manners