



**BARBARA BUSEY**

## **The Compelling Speaker Workshop Pre-Workshop Notes**

- ⇒ The training must be confirmed with a signed contract. (Instructor usually provides it, but if the client prefers to use their own corporate contract, that's fine.) For multiple workshops, a down payment of one half the total fee is due with the contract signing. An invoice for the balance, plus any expenses, will be sent after the workshop—payment to be made within 30 days.
- ⇒ Fees vary depending on number of programs contracted for. Fee includes: client consultation, workshop facilitation, video recording of each participant, extensive individual coaching, comprehensive course workbooks, online video training, and online audio training. Optional extras (subject to sales tax): the *Compelling Speaker* Audio CDs, and the book, *Stand Out When You Stand Up*, plus any travel expenses.
- ⇒ Maximum number of participants is **six** per workshop.
- ⇒ Well in advance of the workshop dates, participants will receive a link and promo code to access online video and audio training, plus a comprehensive workbook. This is pre-work for the workshop and participants are asked to review ahead of time. I deliver materials to the client and the client distributes to the participants. Two weeks ahead of the workshop is the suggested time frame.
- ⇒ I will email a participant memo to the client, which needs to be distributed to all the participants at about the same time as the materials are distributed (recommended time frame about two weeks in advance). It provides instructions on expectations and class preparation, including watching the video and/or listening to the audio and preparing a 5-minute talk, sending me their PowerPoint, plus completing a questionnaire and returning it to me. I ask the client to copy me on the email distribution of this memo, so participants have my address for ease of returning the questionnaire, sending me their PowerPoint, and just general questions.
- ⇒ Primary client-provided equipment needs include a PowerPoint projector and screen, plus a flip chart. In addition, the client needs to provide both a training classroom as well as an extra “viewing room” for a place for participants to watch their videos in private. I provide the DVD camera, recordable SD cards (which are the participants’ to keep), name tents, and two laptops, one for presentation use, one for participants to use to view their videos.
- ⇒ If participants want to use PowerPoint in their class presentation, they can email to me ahead of time.
- ⇒ Lunch is a “working lunch” and is provided by the client. And an ample supply of water is helpful!
- ⇒ Client chooses the workshop times: either 8:00 to 5:00 or 8:30 to 5:30.
- ⇒ At the end of the day, participants walk away with: their video recorded on an SD card, their notebooks, audio CDs (if provided), written critiques from their peers and the instructor, continued access to the online video training, and the book *Stand Out When You Stand Up—An A to Z Guide to Powerful Presentations*.