

PUBLIC SPEAKING COURSE FOR COUNCILLORS

FRIDAY 16TH MARCH 2012 AT COLESHILL MANOR, BIRMINGHAM B46 1DL

The CCA is holding a Public Speaking Course for Councillors in conjunction with The Roe Project.

The training course will look at how to deliver a presentation, how to make an impact and dealing with difficult questions.

From 9.30am	Registration
10.00am	Welcome and Introduction
10.30am	Communication Defined
11.00am	Practical Session I
12.00pm	A Unit of Speech Analysed
12.15pm	Assembling Material I
13.00pm	<i>Lunch</i>
13.30pm	Practical Session II
14.30pm	Assembling Material II
15.15pm	Practical Session III
16.45pm	Closing Discussion
17.00pm	Close

To confirm your place please fill in the form below and send it with a cheque (made payable to CCA) to the CCA at the address below. Attendance costs **£80.00** which includes a sandwich lunch and refreshment breaks. The event is open to CCA members only.

Your details

Please use BLOCK CAPITALS

Name Council

Address Email

..... Phone Number

.....

..... Postcode

I enclose a cheque made payable to CCA for £80:

Please return this form with your cheque to: CCA, CCHQ, 30 Millbank, London SW1P 4DP.

Please let us know if you have any special dietary requirements:

Numbers are limited so please register early to avoid disappointment.