



COMMANDING **PRESENCE**

Advanced Communication
& Presentation Skills Workshops

Corporate Workshops for
Large & Small Groups



Table of Contents

About Commanding Presence	Pg. 3	One-Day Workshop Agenda	Pg. 9
What You Will Learn	Pg. 4	Two-Day Workshop Agenda	Pg. 10
Our Workshop Content Outline	Pg. 5	Our Workshop Coaches	Pg. 12
Our Workshop Formats	Pg. 6	Fees & Deliverables	Pg. 15
1-2 Hour Workshop Agenda	Pg. 7	Post-Workshop Refresher Tool	Pg. 16
Half-Day Workshop Agenda	Pg. 8	Recent Client List	Pg. 17

About Commanding Presence



For the past 25 years, our workshops have quickly and substantially raised the speaking skills of both introverts and extroverts in Fortune 500 companies. Participants leave with practical tools and renewed confidence, ready to command any room with presence and purpose.

About Our Workshops

We deliver intensive and engaging coaching workshops for small or large groups of subject matter experts. Participants will quickly and substantially improve their day-to-day business discussions and meetings, whether in person or virtual, as well as their formal presentations and customer interactions.

Our workshops focus on storytelling to deliver your message, including complex information, effectively presenting in high-stakes situations, preparing information to be clearly understood and remembered, and developing natural, charismatic personal speaking skills.

Each participant will select one or two current issues or topics to work on during the workshop.

Depending on the size of the group, videotaping of the presentation and video feedback will be included in the workshop.



What You Will Learn

Learning Objectives

Participants will improve every aspect of their presentation and communication skills, from preparing and delivering concise messages and presentations to voice quality, body language, establishing rapport and overcoming speaking anxiety.

After our workshops, participants will be able to:

- Speak with more effectiveness, confidence and authority in all business and social environments
- Quickly prepare concise, persuasive statements
- Deliver concise and compelling formal presentations to small and large groups
- “Think on your feet”: respond quickly and eloquently to questions and enquiries in both in-person and virtual meetings, presentations, and customer interactions
- Develop an individual and natural speaking style
- Manage personal stress and communicate effectively under pressure



Workshop Content Outline

Developing Concise Messages

- Preparing Material for Specific Issues and Specific Listeners
- Preparing Messages and Presentations to be Heard, not Read
- Focus™; How to Think on Your Feet and Respond Confidently and Eloquently to Questions and Enquires

Delivery: How to Have a Commanding Presence

- Speaking Superbly from Text and Notes
- Leading and Participating More Effectively in Meetings
- Connecting with and Managing Your Listeners
- Delivering Complex Information and Data with Slides or Decks

Improve Personal Performance

- Your Natural Voice – Speaking with Warmth, Energy and Clarity
- Effective Movement and Gestures
- Overcoming Speaking Anxiety



Workshop Formats Available

Workshop Formats

In all formats, participants will hear short, enlightening lectures, practice communication techniques in groups, and receive expert coaching, plus feedback from colleagues.

With 10 or less participants, we will record presentations and watch the video to provide 360-style feedback and coaching.

1-2 Hour Workshop

Group size: 5-100

No video recording

Virtual if needed

Half-Day Workshop

Max participants with
1 trainer: 10

Max participants with
2 trainers: 20

1 video recording session +
1 video review session

Virtual if needed

One-Day Workshop

Max participants with
1 trainer: 10

Max participants with
2 trainers: 20

2 video recording sessions
+ 1 video review session

Can be split into (2) half-days for an
additional cost

Virtual if needed

Two-Day Workshop

Max participants: 10

4 video recording sessions, lots of group
coaching, video feedback session, pre-
workshop personal assessment to
customize coaching for each participant.

Can be split into two (2) one-days for an
additional cost

Virtual if needed

1-2 Hour Workshop Agenda

- Pick Your Workshop Topics



30min Developing a Commanding Presence

30min Powerful PowerPoint

30min Nuanced Networking

30min Rediscovering Your Natural Voice

45min Advanced Listening Skills & Managing Q&As

45min Eliminating Speaking Anxiety

45min How to Control the Room

60min Think on Your Feet! The FOCUS! Method™

60min Presenting in a Virtual World

60min Charisma: Connecting With Your Audience

Half-Day Workshop Agenda – 4 Hours Total

4 Hours Total: Morning or Afternoon Session

8:30am Introduction

Group discussion: Coaching objectives, individual objectives and personal interests are summarized

9:00am The FOCUS! Method™

- Prepare short, clear, memorable messages on current topics and issues
- How to “think on your feet” and respond quickly and persuasively
- Creating your own library of eloquent and persuasive statements for client presentations
- **Partnered work:** practicing writing Focus Method presentations
- **Video Recording #1-** Focus Method presentation (only if 10 or less participants)

10:00am Break

- Advanced listening skills
- Preparing for meetings
- Preparing persuasive presentations
- **Coaching:** Delivering your Focus Method presentations

10:45am Connecting With Your Audience

- The keys to effective delivery
- Managing pre-performance stress
- Natural speaking with effective eye contact
- **Partnered work:** speaking effectively from notes
- **Coaching:** speaking effectively from notes

11:30am Video Feedback Session

- Participants receive analysis and comments on their communication effectiveness
- **Coaching:** positive feedback from peers and coach on personal qualities unconsciously conveyed

12:30pm End of Workshop

One Day Workshop Agenda – 7 Hours Total

8:30am Introduction & Discussion

- **Group discussion:** Coaching objectives, individual objectives and personal interests are summarized
- Developing a Commanding Presence
- **Video Recording #1** Intro Talk

9:30am The FOCUS! Method™

- Prepare short, clear, memorable messages on current topics and issues
- How to “think on your feet” and respond quickly and persuasively
- Using data effectively to tell a powerful story
- **Partnered work:** practicing writing Focus Method presentations
- **Coaching:** delivering your Focus Method presentations

10:30am Break

- Advanced listening skills
- Preparing for meetings
- Preparing persuasive presentations
- **Video Recording #2** Focus Method presentation

11:30am How to Control the Room

- Overcoming speaking anxiety
- PowerPoint & delivering complex data from slides
- Audience analysis interaction

12:00pm Lunch

1:00pm Connecting With Your Audience

- The keys to effective delivery
- Managing pre-performance stress
- Natural speaking with effective eye contact
- **Partnered work:** speaking effectively from notes
- **Coaching:** speaking effectively from notes

2:00pm Break

2:15pm Rediscovering Your Natural Voice

- Natural breathing
- Improving your diction
- Group exercises: vocal exercises and stress management

3:15pm Video Feedback Session

- Participants receive analysis and comments on their communication effectiveness
- **Coaching:** positive feedback from peers and coach on personal qualities unconsciously conveyed

4:30pm End of Workshop

Two-Day Workshop Agenda – 14 Hours Total

8:30am	Introduction • Group discussion: Coaching objectives, individual objectives and personal interests are summarized • Video Recording #1- Intro Talk		
9:00am	Fundamentals of Advanced Communication • Benefits and consequences of your speaking skills • The elements of verbal communication • The elements of personal performance		
9:30am	Break		
10:00am	The Keys to Effective Delivery • Natural speaking • The keys to Presence and Charisma • Audience Interaction		
10:30am	The FOCUS! Method™ • Prepare short, clear, memorable messages on current topics and issues • How to “think on your feet” and respond quickly and persuasively • Creating your own library of eloquent and persuasive statements for client presentations • Partnered work: practicing writing Focus Method presentations • Coaching: Delivering your Focus Method presentations • Video Recording #2- Focus Method presentation		
			• Advanced listening skills • Preparing for meetings • Preparing persuasive presentations
		12:00pm	Lunch
		1:00pm	Speaking Superbly From Notes • Natural speaking with effective eye contact • The keys to effective delivery
		1:45pm	How to Control the Room • Overcoming speaking anxiety • PowerPoint & delivering from slides • Platform skills
		2:45am	Break
		3:00pm	Video Feedback Session • Review at least one video per participant in a group setting – 360 style feedback. • Participants receive analysis and comments on their communication effectiveness • Coaching: positive feedback from peers and coach on personal qualities unconsciously conveyed
		4:30pm	End of Day One

Two-Day Workshop Agenda – 14 Hours Total

8:30am	Day One Recap Group discussion: Coaching objectives, individual objectives and personal interests are summarized	12:00pm	Lunch
9:00am	Connecting With Your Audience • The keys to effective delivery • Managing pre-performance stress • Natural speaking with effective eye contact • Partnered work: speaking effectively from notes • Coaching: speaking effectively from notes • Video Recording #3 – Connecting with your audience presentation	1:00pm	Rediscovering Your Natural Voice • Natural breathing • Improving your diction • Simple physical and vocal relaxation and preparation • Group exercises: vocal exercises and stress management
9:30am	Platform Skills • Gestures and movement • Audience interaction • Powerful PowerPoint and delivering complex information	2:00pm	Break
10:30am	Eliminating Speaking Anxiety • Relaxation techniques to reduce tension and increase energy • Preparing yourself to speak • How to relax when speaking	2:15pm	Final Presentations • Coaching: Putting it all together • Video Recording #4– Final presentations
		4:00pm	Final Coach's Recommendations and Q&A • Coaching: participant Q&A
		4:30pm	End of Workshop

Our Workshop Coaches

Peter Hiddema

Peter is an expert and speaker on communication and presentation skills. He is also an expert in negotiation, collaboration, and conflict management skills. Peter is fluent in English and French.

Peter has worked in a wide variety of settings. In the private sector he has trained and advised executives of global Fortune 500 companies on high-stakes negotiations and relationships and has also assisted small local organizations. In the public sector he has worked with the World Health Organization, the Inter-American Development Bank, international non-governmental organizations, as well as universities, national and regional government bodies and indigenous peoples. In addition, Peter has been a Visiting Professor in France and Singapore at INSEAD – The Business School for the World, and has lectured at Queen's University (Canada and the UK), and Harvard University, among others.

Peter began his career in finance and banking. He worked with the Royal Bank of Canada in Toronto, Canada and London, England. He holds an Honours Bachelor of Commerce Degree from McMaster University, an MBA from Queen's University (Canada), and an Executive Master's Degree in Consulting and Coaching for Change from INSEAD (France).



Our Workshop Coaches

Michael Ripley

Michael is an expert on storytelling in the corporate environment and presentation skills. He has spent most of his adult life on the border between the corporate and performing arts worlds.

A highly respected instructor in colleges and universities, a successful playwright, an actor with great reviews in theatres, and a veteran in marketing and sales, he possesses an eclectic array of skills that enables him to bring a wealth of real-world know-how and a highly valuable perspective to our Commanding Presence coach team.

As the instructor, Michael taught Canadian Performance History at Ryerson/Toronto Metropolitan University. He was a 2-time director of the Blyth Festival Young Company. He also coached on improvisation for Arts Express. He was the founder of Theatre Rattlebag, and TalentedMR – a design studio that offered design solutions for the arts.

Michael delivers workshops to top clients such as Fidelity, Kellanova, Ontario Power Generation, WISB, Universal Music, Air Canada, and many more



Our Workshop Coaches

Sylvie Pelletier

Sylvie Pelletier brings to Commanding Presence over 30 years of communications and leadership experience. She is an expert trainer, speaker, facilitator, and an accredited coach through the International Coaching Federation.

Starting with teaching Organizational Behaviour at McGill University, Sylvie's career spans the corporate, non-profit, and advertising sectors. When at the advertising agency, she led national and international clients. Being a Communications Skills trainer, her work also covered presentation skills, effective listening, and impactful writing. She later moved into Financial Services, and then non-profit organizations, as a strategic communications expert and leadership coach.

Established in her own leadership development coaching company, Sylvie partners with emerging women leaders, to unleash their potential, and drive meaningful impact in their organizations. Focused on leadership skills and strategic thinking, she anchors their work in an organization's vision and strategic plan. In her coaching, Sylvie also helps clients enhance mental resilience and drive lasting changes so that they can face challenges with ease and flow.

Originally from Quebec, and having grown up in a bilingual household, Sylvie is equally and professionally fluent in English and French.



Workshop Deliverables & Fees

1-2 Hour Workshop

Pre-Workshop Deliverables

- Pre-program needs analysis meeting(s)
- Pre-program meetings
- Commanding Presence Workbook

Post-Workshop Deliverables

- "Commanding Presence Handbook" a 60-page handbook with tips, instructions and guidance for keeping your speaking skills for each participant

Contact Us for Pricing

Half-Day Workshop

Pre-Workshop Deliverables

- Pre-program needs analysis meeting(s)
- Pre-program meetings
- Commanding Presence Workbook

Post-Workshop Deliverables

- "Commanding Presence Handbook" a 60-page handbook with tips, instructions and guidance for keeping your speaking skills for each participant
- If 10 or less participants, each participant receives their workshop videos and recommendations for continuous improvement from the Workshop Coach

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One-Day Workshop

Pre-Workshop Deliverables

- Pre-program needs analysis meeting(s)
- Pre-program meetings
- Commanding Presence Workbook

Post-Workshop Deliverables

- "Commanding Presence Handbook" a 60-page handbook with tips, instructions and guidance for keeping your speaking skills for each participant
- If 10 or less participants, each participant receives their workshop videos and recommendations for continuous improvement from the Workshop Coach
- 4-Week Commanding Presence Refresher tool

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Two-Day Workshop

Pre-Workshop Deliverables

- Pre-program needs analysis meeting(s)
- Pre-program meetings
- Commanding Presence Workbook
- Personal assessment for each participant

Post-Workshop Deliverables

- "Commanding Presence Handbook" a 60-page handbook with tips, instructions and guidance for keeping your speaking skills for each participant
- Each participant receives their workshop videos and Recommendations for continuous improvement from the Workshop Coach
- 4-Week Commanding Presence Refresher tool

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4-Week Post-Workshop Refresher Tool

Refresher Tool Features

- Weekly short video refreshers, quizzes, exercises, and supporting materials
- Start, stop and repeat as needed
- Lifetime tool for each participant (\$300 value)
- Designed to keep the momentum from the workshop and your skills sharp.

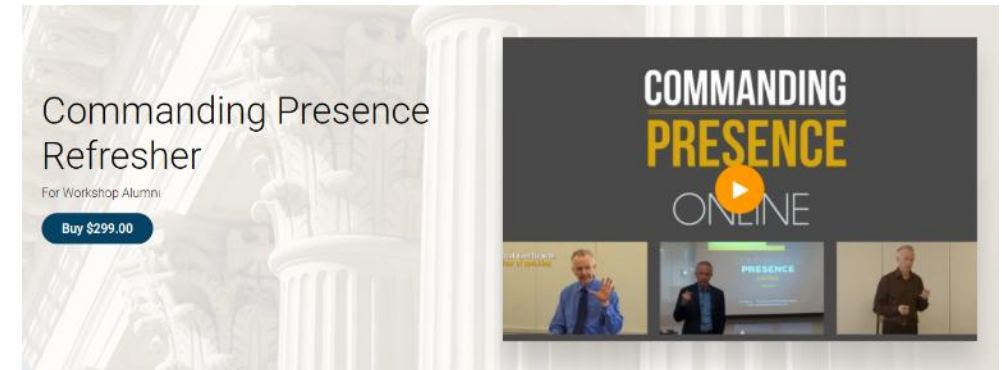
Refresher Schedule

Week 1: The Focus Method: How to Think on Your Feet and Respond Eloquently

Week 2: Connecting With Your Audience

Week 3: Controlling the Room

Week 4: Your Natural Voice



Refresher Coach

For over 20 years, John Plank, founder of Commanding Presence, was one of the top communication and presentation skills coach in North America. Over his lifetime, he delivered his Commanding Presence seminars to thousands of lawyers, accountants, senior executives, project managers, and professionals throughout North America and the UK.

Our Recent Clients (2021–2024)

- Atkins Realis
- Bradken
- Brookfield
- Bruce Power
- Canadian Bar Association
- Canadian Tire
- CBC TV & Radio
- Canadian Investor Protection Fund
- CPA Canada
- Daoust Vukovich LLP
- Deloitte
- Equiton
- Farm Credit Canada
- Fidelity
- Global Affairs Canada
- Honda Canada
- Interac
- Kellanova
- Loblaw Companies Inc.
- McCain Foods
- Metrolinx
- MMW LLP
- Municipal Property Assessment Corporation
- Ontario Ministry of Education
- Ontario Ministry of Community & Social Services
- Ontario Power Generation
- OMERS
- Royal Bank of Canada
- Stryker Corporation
- TD Canada Trust
- University of Toronto
- Willms & Shier Environmental Lawyers LLP



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