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## **The AWSCPA New Jersey Affiliate and**

***ADP Small Business Services***

**are Pleased to Present**

## ***Professional Presentation Skills***

**Presented By:** Heather Sperduto of ADP

**Date and time:** Friday May 1, 2009, 8:00am – 10:30am

**Location:** ADP  
99 Jefferson Rd.  
Parsippany, NJ 07754

**Admission:** No registration fee, compliments of ADP

Please bring your business cards for networking activities and prizes.

Bring a friend and / or pass this information along to anyone else who you think would be interested.

To register, please click on the link below:

[https://secure.martinhost.com/~awscpa/nj/event\\_registration2.php](https://secure.martinhost.com/~awscpa/nj/event_registration2.php)

If you ever deliver presentations within your firm or to an outside audience, this seminar is for you. Join us for a comprehensive program covering the details of professional presentation skills. From platforms skills teaching you the finer points of using effective eye contact, where to position yourself, voice issues and how to overcome them to handling questions and controlling your nervousness. You'll also pick up pointers on how to effectively open your presentation.

**Presenter's Bio:** Heather Spurduto has been with ADP for over 10 years and focuses her efforts on serving the Accountant community. After an extremely successful career in the sales environment she transitioned into ADP's corporate training program where she trained over 1000 ADP associates. ADP was recently recognized nationally by Nielsen Training Magazine as one of the top 20 organizations for employee training development. She is currently the Accountant Channel Executive designing and implementing ADP's accountant program.

Learning objectives:

- Identify and use effective platform skills including: position, voice, hand gestures, etc
- List various ways to open a presentation
- Identify ways to make presentations interaction
- Name presentation DOs & DONTs
- Describe ways to control nervousness
- Tell how to respond to audience questions
- Name the three step learning process

Prerequisites: None

Program Level: Basic

Advance Preparation: None

Instructional Method: Group-Live Program

Field of Study: Communications

CPE Credits: 2



ADP is registered with the National Association of State Boards of Accountancy (NASBA), as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Web site: [www.nasba.org](http://www.nasba.org)



The AWSCPA – NJ aims to integrate the values of the national professional society of women CPAs into our New Jersey affiliate and offer networking opportunities, leadership skills and advice, and an opportunity to enhance your ability to succeed in your career.

If you have any questions, or are interested in becoming a member, please contact Erin Booth at [awscpa.nj@comcast.net](mailto:awscpa.nj@comcast.net). Please visit our website at <http://www.awscpa.org/nj> for more information on the AWSCPA New Jersey Affiliate.