



COMMANDING **PRESENCE**

Advanced Communication
& Presentation Skills Workshops

Virtual Workshops for
Large & Small Groups



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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

These instructor-led, virtual presentation and communication skills workshops are designed with customized coaching tailored to the specific needs of each participant. Therefore, they are of tremendous value to those who are in the early years of their career, as well as those who are already successful speakers and leaders.

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.

Presentation recordings and live 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



Virtual Workshop Content Outline

Developing Concise Messages

- Preparing Material for Virtual Communication with Specific Issues and Listeners
- Adapting Messages and Presentations for Remote Audiences to be Heard, not Read
- Focus™: How to Think on Your Feet and Respond Confidently and Eloquently in Virtual Interactions

Delivery: How to Have a Commanding Virtual Presence

- Mastering Virtual Speaking: Engaging with Text, Notes, and Visual Aids
- Leading and Participating Effectively in Online Meetings
- Building Rapport and Managing Remote Listeners
- Presenting Complex Information Clearly with Virtual Slides or Decks

Enhancing Personal Performance

- Refining Your Natural Voice for Online Delivery: Warmth, Energy, and Clarity
- Using Effective Movement, Gestures, and On-Camera Presence
- Techniques for Overcoming Speaking Anxiety in Virtual Environments



Virtual Workshop Formats

Virtual Workshop Formats

In all formats, participants will hear short, enlightening lectures, practice communication techniques in groups, and receive expert coaching, plus feedback from colleagues. We will record presentations and watch the video to provide 360-style feedback and coaching.

Half-Day Virtual Workshop

Delivered in 1 x 3.5 hour interactive, virtual segments with breaks.

Max participants with 1 trainer: 10

Max participants with 2 trainers: 20

1 videotaping session + 1 video review session

One-Day Virtual Workshop

Delivered in 2 x 3-hour interactive, virtual segments with breaks.

Separated by a 2-hour offline segment for lunch, practice and preparation.

Max participants with 1 trainer: 10

Max participants with 2 trainers: 20

2 videotaping sessions + 1 video review session

Two-Day Virtual Workshop

Delivered in 2 x 3-hour interactive, virtual segments with breaks, each day.

Separated by a 2-hour offline segment for lunch, practice and preparation.

Max participants: 10

Max participants with 2 trainers: 20

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



Half-Day Virtual Workshop Agenda

– Total Hours: 3.5 Online



3.5 Hours Total: Morning or Afternoon

9:00am Introduction

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

9:30am Fundamentals of Advanced Communication

- The elements of verbal communication
- The elements of personal performance
- Developing a Commanding Presence
- Keys to authentic communication

10:00am 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

11:00am Break

11:10am Connecting With Your Virtual 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

11:50am 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 Virtual Workshop Agenda

– Total Hours: 6 Hours Online, 2 Offline

9:00am Introduction & Discussion

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

10:00am The FOCUS! Method™

- Prepare short, clear, memorable messages on current topics and issues
- How to “think on your feet” and respond quickly and persuasively
- Using data effectively to tell a powerful story
- **Partnered work:** practicing writing Focus Method presentations
- **Coaching:** delivering your Focus Method presentations
- Advanced listening skills
- Preparing for meetings
- **Video Recording #2** Focus Method presentation

10:50am Break

11:00am Connecting With Your Virtual 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

12:00pm 2-Hour Offline Break: Lunch & Practice

2:00pm How to Control the Virtual Room

- Setting your virtual stage
- Make virtual real: movement and gestures
- Tips & best practices for slide transitions and pace
- How to deliver complex information

3:00pm Break

3:15pm Rediscovering Your Natural Voice

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

3:50pm 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 Final Coach's Recommendations and Q&A

- **Coaching:** participant Q&A

5:00pm End of Workshop

Two-Day Virtual Workshop Agenda Day 1

– Total Hours: 12 Hours Online, 4 Hour Offline



| | | | |
|---------|--|---------|--|
| 9:00am | Introduction <ul style="list-style-type: none">• Group discussion: Coaching objectives, individual objectives and personal interests are summarized• Video Recording #1- Intro Talk | 12:00pm | 2-Hour Offline Break : Lunch & Practice |
| 10:00am | Fundamentals of Advanced Communication <ul style="list-style-type: none">• Benefits and consequences of your speaking skills• The elements of verbal communication• The elements of personal performance• Developing a Commanding Presence | 2:00pm | The FOCUS! Method™ Continued <ul style="list-style-type: none">• Coaching: Delivering your Focus Method presentations• Video Recording #2- Focus Method presentation |
| 10:30am | Break | 2:45pm | Speaking Superbly From Notes <ul style="list-style-type: none">• Natural speaking with effective eye contact• The keys to effective delivery |
| 10:45am | The FOCUS! Method™ <ul style="list-style-type: none">• 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• Advanced listening skills• Preparing for meetings• Preparing persuasive presentations• Partnered work: practicing writing Focus Method presentations | 3:15pm | Break |
| | | 3:30pm | Video Feedback Session #1 <ul style="list-style-type: none">• 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 | Coach’s Recommendations and Q&A <ul style="list-style-type: none">• Coaching: participant Q&A |
| | | 5:00pm | End of Day One |

Two-Day Virtual Workshop Agenda Day 2

– Total Hours: 12 Hours Online, 4 Hour Offline



9:00am Connecting With Your Virtual 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

10:30am How to Control the Virtual Room

- Setting your virtual stage
- Make virtual real: movement and gestures
- Tips & Best practices for slide transitions and pace
- Powerful PowerPoint and delivering complex information

11:00am Break

11:15am Preparing to Speak and Eliminating Stress & Anxiety

- Relaxation techniques to reduce tension and increase energy
- Preparing yourself to speak
- How to relax when speaking

12:00pm 2-Hour Offline Break : Lunch & Practice

2:00pm Workshop Recap

- Group discussion & Q&A

2:30pm Rediscovering Your Natural Voice

- Natural breathing
- Improving your diction
- Simple physical and vocal relaxation and preparation
- **Group exercises:** vocal exercises and stress management

3:00pm Break

3:15pm Final Presentations

- **Coaching:** Putting it all together
- **Video Recording #4**- Final presentations

4:30pm Final Coach's Recommendations and Q&A

- **Coaching:** participant Q&A

5:00pm 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.



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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