



OK FEB 2020 Leadership Series- SEPTEMBER

TOPIC: How to Present Online and look Like a Pro

OVERVIEW: Do your online presentations need a boost? Is anxiety and a lack of virtual expertise hindering you? This program builds from 5 foundational principles to equip you for online success. You'll discover:

- The most important question to ask before you begin
- How to craft captivating introductions
- How to relieve anxiety and use it to your advantage

DATES: Tuesday & Thursday, 8 and 10 Sept 2020 or
Tuesday & Thursday, 22 & 24 Sept 2020
TIME: 0930-1100 for each session
LOCATION: Virtual (Zoom for Government)
COST: \$165/person
PRESENTER: Chris Zervas

Registration information			
Name of participant:			
Agency			
Phone:			
Email:			
Training Dates (mark one):	8 & 10 September	<input type="checkbox"/>	22 & 24 September

ACCEPTABLE METHODS OF PAYMENT:	
Credit Card	Check

Mail:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 349, Oklahoma City, OK 73102
Email:	Lisa.Smith-Longman@gsa.gov
Questions:	405-231-4167 or lisa.smith-longman@gsa.gov

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Refunds: All OK FEB sponsored events are fully refundable for 3 calendar days (72 hours) after the date of purchase and up to 7 calendar days before the event.

Refunds for Cancelled Events: If an OK FEB sponsored event is cancelled and not rescheduled, you will receive a full refund.

Refunds for Rescheduled Events: Refunds will be issued for rescheduled events for 5 calendar days following the announcement of the rescheduled date/time. However, you are permitted to exchange your reservation for another scheduled event and transfer your reservation to another employee at no cost.