

The Better Speaker Series*La collection Le
parfait orateur*

BEGINNING YOUR SPEECH/
COMMENCER VOTRE DISCOURS

CONCLUDING YOUR SPEECH/
CONCLURE SON EXPOSÉ

CREATING AN INTRODUCTION/
PRESENTER UN ORATEUR

IMPROMPTU SPEAKING/
RÉUSSIR UNE IMPROVISATION

KNOW YOUR AUDIENCE/
CONNAÎTRE SON AUDITOIRE

ORGANIZING YOUR SPEECH/
ORGANISER VOTRE DISCOURS

PREPARATION AND PRACTICE/
PRÉPARATION ET PRATIQUE

SELECTING YOUR TOPIC/
CHOISIR SON SUJET

TAKE THE TERROR OUT OF A TALK /
PRENDRE LA PAROLE EN TOUTE CONFIANCE

USING BODY LANGUAGE/
LE LANGUAGE CORPOREL



Success/Communication Programs <i>Le programme : Succès par la communication</i>	Date
SPEECHCRAFT <i>SÉMINAIRE D'EXPRESSION ORALE</i>	
HOW TO LISTEN EFFECTIVELY	
THE ART OF EFFECTIVE EVALUATION	
BUILDING YOUR THINKING POWER, PART I: MENTAL FLEXIBILITY	
BUILDING YOUR THINKING POWER, PART II: THE POWER OF IDEAS	
FROM SPEAKER TO TRAINER	

Success/Leadership Programs <i>Le programme : Succès par le leadership</i>	Date
HOW TO CONDUCT PRODUCTIVE MEETINGS	
PARLIAMENTARY PROCEDURE IN ACTION	
LEADERSHIP, PART I: CHARACTERISTICS OF EFFECTIVE LEADERS	
LEADERSHIP, PART II: DEVELOPING YOUR LEADERSHIP SKILLS	
LEADERSHIP, PART III: WORKING IN THE TEAM ENVIRONMENT	
IMPROVING YOUR MANAGEMENT SKILLS	

