

# MINUTESCOUNT! LLC

IN YOUR DAYS, AND IN YOUR PRESENTATIONS

## A Quick Note To Meeting Planners

- Attached are 4 pages to help you “make your minutes count” when considering my “Capture the Moment” training or breakout session
- Many meeting planners like the title “Capture the Moment” (This is also the name of my book).
- No matter what title you prefer, I’m happy to help you count on a meaningful, engaging presentation that 1) helps your audience, and 2) fits your meeting theme.



—Chuc Barnes

**For more information, contact MinutesCount! at**

Tel: 888-804-2292 Fax: 913-491-5057

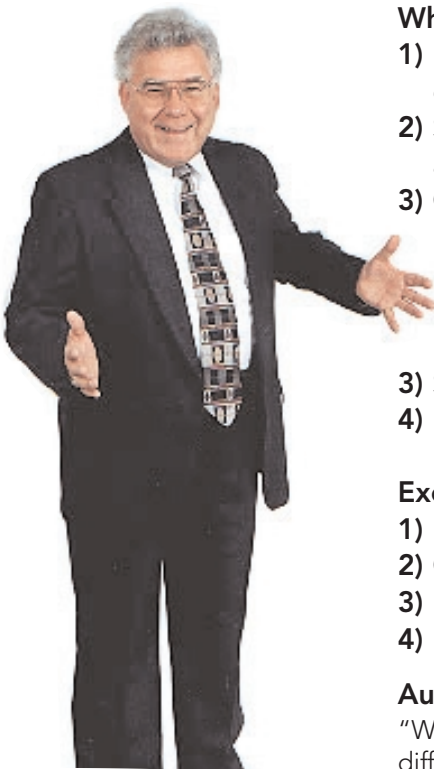
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How many times have you heard your people say,  
"My nerves get the best of me, My mind goes blank,"  
or, "I'd rather not stand up in front of people to speak."?

Here's a training program that helps your people:

## "Capture the Moment!" When Presenting

A non-threatening, confidence building training experience for professionals who want to make the most of their time in front of an audience and present with impact.



### About Chuc Barnes

He heads up MinutesCount! LLC. He has worked with over 50,000 executives and has personally trained professionals in over 1,000 companies in the United States, Canada, and Europe.

### What executives like about this training:

- 1) **Knowledge** – You learn what you need to know to present to any type of audience.
- 2) **Skills** – You identify and develop skills critical to your success from an audience perspective.
- 3) **Confidence** – You boost your confidence for presenting in any setting.

### The training zeros in on four core areas:

- 1) **Direction** – Know your specific objective and how to achieve it.
- 2) **Game plan** – Follow a blueprint that stirs audience interest.
- 3) **System** – Know how to organize and dramatize key points.
- 4) **Benchmarks** – Set checkpoints to stay on track and avoid tangents.

### Executives walk away with ideas they can implement for more:

- 1) **Focus** - on timing, pacing, and audience needs
- 2) **Control** – over questions, nerves, and the unexpected
- 3) **Influence** – as a presenter and subject expert
- 4) **Impact** – when making presentations anytime, anyplace

### Audiences like the results:

"We all learned many things that will help us the rest of our lives in so many different situations."

— Janna LaCock, Leukemia Society of America

"Chuc's presentation for the National Speakers Association Academy was right on point. Speaking to speakers is no easy assignment and he was the right speaker for this tough audience. Chuc is a true professional and a speaker's speaker, and the insights and strategies shared about making effective presentations will never be forgotten. A great job!"

— Mark LeBlanc, National Speakers Association, 2007-2008 President

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# A Sample of Chuc's Program

## "So You Want To Make A Presentation"

### THIS IS A DISCUSSION DOCUMENT

*Workshop can be 3 1/2 to 6 hours*

*Final Focus and Outcomes to be determined by length of program*

*Title can be changed for your specific meeting needs*

### BEFORE YOU START SPEAKING

To improve speaking skills, it's important to recognize what good presenters do before standing up to speak. By the end of this segment, you'll know:

- How to build personal confidence
- How to understand the mindset of your audience
- How to look extemporaneous
- How to relax (ahead of and during)

### BUILD A "CONNECTION"

Good presenters "know how to bond with their audience. In this segment, you'll learn:

- How to clarify your objective
- What to do about non-verbals and voice (subtleties that add to or subtract)
- Ways to move
- Ways to interact

### PUT YOUR THOUGHTS IN ORDER

There are a number of ways to organize thoughts and material. You'll examine:

- A method for organizing thoughts in minutes
- Formats for nearly any possible presentation
- How to make transitions and build retention

### ENHANCE YOUR PRESENTATION

Audiences learn in a variety of ways. By the end of this segment, you'll know:

- The importance of visuals (and tips for creating visual aids)
- How to use presentation equipment (slides, overheads, PowerPoint, props)
- What to do with handouts
- Why, when, and how to use emotion

### BUILD AND MAINTAIN CREDIBILITY

Audiences want to believe, but arrive with skepticism. By the end of this segment, you'll know how to:

- Introduce yourself
- Respond to questions
- Deal with difficult people
- Be part of a successful presentation team

### EXPERIENCE SUCCESS

To improve confidence and poise, it's essential to try things out. By the end of this segment, you will have:

- Put together a real world presentation (and checked it with others)
- Become self-aware of what you do right (and what you may want to improve)
- Removed nearly all of your fear from receiving questions
- Created a relaxation plan for your next presentation

# 10 Reasons to "Book" Chuc

## 1. Rich content

Each keynote or training presentation is loaded with specific, do-able strategies, ideas, and suggestions wrapped up with stories, examples, anecdotes, or metaphors to help audience members relate and remember.

## 2. Up to date material

Chuc stays up to date with latest challenges by coaching individual clients where he sees first hand what actually works in today's business environment. He also gathers ideas from the latest books and blogs.

## 3. No canned stuff

Chuc partners with you and customizes his material to help your specific audience. No two presentations are exactly alike.

## 4. Customized and personal

Chuc researches and explores the special needs and issues facing each group he works with before he crafts his customized presentation. Thus, you can count on your group being educated and entertained while also achieving your broader objectives.

## 5. Results driven

Chuc makes sure each member of the audience leaves with action steps they can implement within 24 hours. He almost always sticks around after speaking to make certain that audience members get answers to any questions they have about their personal situation.

## 6. Entertaining

Chuc has been delivering presentations for over 20 years. He knows that audience members love humor, stories, metaphors, and anecdotes that help them understand new ideas and concepts.

## 7. Engaging

Chuc doesn't use a lectern or podium. He stays directly in front of the audience – and often walks into the audience – to engage audience members and involve them actively -- sometimes playfully, but always with a serious purpose.

## 8. Empathetic

Most speakers who talk about Chuc's topics have never been involved in the day-to-day challenges audience members face. Chuc sees daily challenges and develops the practical, real-world solutions he speaks about by coaching individual client on a regular basis.

## 9. Expertise

Chuc not only wrote the books, "Get Your Ducks in A Row (How to Better Manage Your #1 Priority – Yourself)" and "Capture the Moment," the National Speakers Association awarded him a CSP designation (Certified Speaking Professional) Only 400 of the 5,000 members of the Global Speakers Federation have been awarded this designation.

## 10. Easy to work with

Since he is a "minutes count" specialist, you can count on the fact that Chuc arrives early to help you have a successful program. In advance of your program, he willingly solicits names of probable audience members so he can contact them in advance to gather examples of real world problems (and stories) they encounter. He then uses that information to make "minutes count" for your group.

## **Testimonials**

"Chuc's presentation for the National Speakers Association Academy was right on point. Speaking to speakers is no easy assignment and he was the right speaker for this tough audience. Chuc is a true professional and a speaker's speaker, and the insights and strategies shared about making effective presentations will never be forgotten. A great job!

— Mark LeBlanc, National Speakers Association, 2007-2008 President

"Chuc is a highlight for each of our conferences where he always gets a standing ovation for his "Get Your Ducks in A Row!" presentation, and our audiences rave about the skills they learn in his 90-minute "Capture the Moment" presentation."

— Kathy Small, Mind Power, Inc., Las Vegas, NV

"Before adopting the ideas Chuc Barnes showed me, I managed to survive somehow. Now, I can comfortably handle my activities with the confidence that enables me to concentrate on the task at hand. That gift is invaluable."

— Rob Richardson, Santa Ana City Council Member, Santa Ana, CA

"Chuc Barnes delivered exactly what he promised. He explored our needs thoroughly, customized the program to meet our organizational needs; used an instructor-led and participant-centered interactive approach that resulted in knowledge retention and application; and he created a learning environment in which everyone laughed and had a lot of fun."

— Debra Sweeten Child Health Investment Company, Shawnee Mission, KS

"Chuc worked with audiences from all four of our offices to help them with time management skills and presentation skills. His preparation, presentations and energy were contagious, positive and fun; and his message and help were invaluable on the job and in our every day lives."

— Hiliary Bower Administrative Office of Pennsylvania Courts, Mechanicsburg, PA

"It is an honor and a pleasure to comment on the exceptional abilities of Mr. Chuc Barnes as a speaker and a gentleman. We selected him as the only outside speaker we will use for work with our current and future managers from 97 countries. Chuc's grasp of the topics and his ability to present with authority, wisdom, humor, and personal understanding make him the top choice for us."

— Norman Wallace, ABS Consulting, Houston, TX

"It is with a sense of gratitude that I seize this opportunity to boast about Mr. Chuc Barnes. Believe me when I say that we are witness to a myriad of different personal and professional personality and teaching styles. Without either reservation or hesitation, I place Chuc above all others when it comes to our audience's acceptance of him as someone who is committed to doing the best job possible. He is passionate about delivering precise information that will meet our personal and professional needs."

— LeRoy Taylor, SpawMaxwell Company, Houston, TX

"Just wanted you to know what a pleasure it has been to deal with Chuc Barnes all these years. From our first training session together back in 1998 through all the other training since, it has always been a good experience and our people always walk away with the feeling that their time was well spent in a great learning experience. In fact, our people always mention Chuc's name whenever the topic of training comes up."

— Patricia A. Pucci, McGettigan Partners, Philadelphia, PA