

Relevance – how will this goal help me: My current job requires me to occasionally give oral presentations to internal and external clients? By gaining competency and proficiency in this area, I will build my confident, which will result in more effective and persuasive communication with positive outcomes and reduce my anxiety when called upon to speak publicly.

What are the steps or strategies I will take?	What is the realistic timeframe to accomplish the step or strategy?	How will I evaluate each step or strategy?	How will I know the step or strategy has been accomplished?
Take a public workshop on presentation skills.	Complete the workshop within six months.	After the workshop, I will test my knowledge in the fundamentals of public speaking.	Upon course completion.
Read at least two intermediate-level books on presentation skills.	By July 1 st .	After reading the books, I will measure my knowledge on more advanced presentation techniques.	The two books identified will have been informative and helpful in educating me on more advanced presentation skills.
International to frequently practice my newly acquired presentation skills.	three months; participate in weekly meetings for at least six months.	by soliciting feedback from other Toastmaster participates; pursue certification.	practice, my skill level should improve. At a minimum, I will become more proficient in preparing for presentations and reducing anxiety.
Seek out new opportunities to present information and reports in a team setting.	Immediately.	I will measure progress by soliciting feedback from team members and my manager.	By giving at least one oral presentation per month at staff meetings.