



Chartered Institute of
Professional Certifications
1006 N Rexford Street
Beverly Hills, CA 90210

Date

Dear {Manager},

I would like to enroll in the Influential Presentation and Public Speaking Skills for Directors and Senior Management program. This certified program will empower me with the expertise and proficiency in influential presentation and public speaking skills, which are crucial for my roles and responsibilities.

Led by Deborah Torres Patel, a multi-award-winning speaker and leading authority on public speaking and presentation, this program will elevate my expertise and proficiency in influential presentation and public speaking skills, empowering me to communicate with impact and confidence. I will gain a comprehensive understanding of essential topics in effective communication, including audience analysis, message crafting, storytelling, and persuasive delivery techniques. Furthermore, this program will help me engage and captivate audiences, improve my body language, vocal techniques, and handling challenging questions. Some of the key skills this program will bring include:

- Message Crafting
- Storytelling Techniques
- Executive Presence
- Engaging Audiences
- Handling Difficult Questions
- Confidence Building
- Persuasive Speaking
- Effective Openings and Memorable Closings
- Time Management and Impromptu Speaking
- Media Handling

I strongly believe that the skills and knowledge gained from this program will significantly contribute to our organization's success, as I will be better equipped to deliver impactful presentations, communicate effectively with stakeholders, and represent our company with confidence and credibility.

I look forward to gaining your approval to attend this online program.

Sincerely,
Your Name