



The following services are offered to both individuals and companies to assist in becoming stronger leaders in their respective industries. Matt Birk and Company brings a wealth of experience and knowledge to each client served, always searching for ways to increase overall growth and improvement. For a FULL DESCRIPTION of the services below call 501-626-2630.

PRESENTATION COACHING



Whether coaching clients one-on-one or training in large group settings, Paul teaches the **FUNDAMENTALS** of presentation coaching. The areas Paul teaches have each been scrutinized extensively and **CAN BE** immediately implemented into the arsenals of frontline employees or mid- and upper-level executives. The **SIX AREAS OF CONCENTRATION** include:

- I. Organization and creation of a complete message
- II. Approach and delivery of a successful message
- III. Audience participation and response
- IV. Effective vocal delivery and composure
- V. Development of visual support and multimedia
- VI. Appropriate business communication etiquette

MB&C CONSULTING SERVICES OFFERED

→ **ORGANIZATIONAL DIAGNOSTICS** An organization armed with a precise analysis of the business environment experienced by its clientele is better positioned to implement systematic countermeasures in order to alleviate shortfalls and continue improving. Through a methodical diagnostic process, Matt and Paul will analyze key areas of your organization, offer tangible remedies, and implement a system of accountability.

→ **SALES MANAGEMENT SOLUTIONS** To insure your sales force maintains peak performance Paul has developed a specialized training for sales managers. Utilizing the companion instructor's guide for his book, *Sell With Confidence*, this intense workshop encourages managers to maximize their teams' potential no matter what's being promoted.

→ **CAREER COACHING** Whether you are planning to graduate from a secondary or post-secondary institution, are a seasoned professional, or fall somewhere in between, Paul will assist you in identifying a rewarding career path, help maneuver your transition, and offer support throughout your progression.



FACILITATING SERVICES



MODERATING MEETINGS: Understanding clear objectives, helping you achieve them, and expediting the process are keys to Paul's effectiveness as your meeting's moderator.

STRATEGIC PLANNING: As the moderator of your planning session, Paul brings a forward-thinking, six-step approach that not only garners results but increases awareness and ensures accountability.