



Texas Dept of Motor Vehicles
Purchase Order # 60800 0000002189

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **02/03/16** PO Method: **IA** Dispatch: **Dispatch Via Print** Rev Dt:

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS ARE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: THE UNIVERSITY OF TEXAS AT AUSTIN
 PROFESSIONAL DEVELOPMENT CENTER
 PO BOX 7518
 AUSTIN TX 787137518
 United States

Ship To: 0001
 2704 N CONGRESS AVENUE
 Austin TX
 United States

Vendor ID: 1746000203

Purchaser: Rhonda Lee Gips
Phone: 512/465-4199
Fax: 512/465-5641
Email: Rhonda.Gips@txdmv.gov

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Interagency Agreement Contract Act TX Gov Code, Title 7, Chapter 771

Employee Training Act - The training or education must be related to the duties or prospective duties of the administrator or employee TX Gov Code, Title 6, Subtitle B, Chapter 656, Subchapter A, Sec. 656.041

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

Payment:
 Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV_FIN-INVOICES@TxDMV.gov (note: There is an underscore "_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, whichever is later.

Note: Warrants will not be issued to a vendor without a current Texas Identification Number.

TxDmv Contact: Connie Green - 512-465-4136 or Connie.Green@TxDMV.gov

Vendor Contact: Angelina Stevens - 512-475-8664 or Angelina.Stevens@Austin.UTexas.edu

Authorized Signature

Rhonda Gips, CPM

02/03/2016



Texas Dept of Motor Vehicles
Purchase Order # 60800 0000002189

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Strategies for Effective Public Speaking On-Site Course	924/35	2.0000	UNT	4850.00000	9700.00	02/25/2016
	TxDMV, Austin, TX						
	February 25-26, 2016 and April 26 and 28, 2016						
	8:30am - 4:30pm						
						Schedule Total	<input type="text" value="9700.00"/>
					<u>ReqlD:</u> 0000002377		
	Note: 25 maximum per class					Item Total for Line # 1	<input type="text" value="9700.00"/>

Total PO Amount

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to Shipment.

Terms and Conditions:

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature

Rhonda Lipscomb

02/03/2016

Strategies for Effective Public Speaking Onsite Course

Provider: University of Texas Center for Professional Education

Delivery Options	Classroom, 2 days
Class Dates	February 25-26, 2016 April 26 & 28, 2016 8:30am to 4:30pm each day
Class Size	25 maximum each class; however, the smaller the group the more practice time each participant receives.
Cost	\$4850 per each 2-day class
Course Description	<p>(Course content same as public on-campus version of course "COM-1005 - Strategies for Effective Public Speaking" https://shop.extendedcampus.utexas.edu/search/publicCourseSearchDetails.do?method=load&courseId=75324&selectedProgramAreaId=54664&selectedProgramStreamId=54955)</p> <p>Whether we're talking in a team meeting or presenting in front of an audience, we all have to speak in public from time to time. We can do this well, or not so well. When we convey our message in a confident and clear way, it can enhance our reputation, boost our self-confidence, advance our career, and open opportunities.</p> <p>This two-day workshop provides the tools, tips and actual practice that will help participants speak with more confidence and ease at work and social settings. Participants will have the opportunity to present through interactive practice in a safe and supportive environment.</p>
Objectives	<p>During the one-day and two-day workshop you will:</p> <ul style="list-style-type: none">• Shift your thinking and experience around public speaking.• Experience the power of visualization.• Practice speaking at least 4 times.• Learn to stay natural and speak like yourself.• Know how to use visual aids effectively.• Know how to prepare and deliver a speech.
Learner Outcomes	<ul style="list-style-type: none">• Learn how to create an effective presentation• Learn the importance of a strong opening and closing• Use tips for building rapport and connecting with the audience• Understand how PowerPoint and visual aids can help or hurt• Practice tips to help overcome the fear of public speaking• Use time and content effectively
Videos of Students' Practice Presentations	UT does not provide student videos but indicated we are welcome to videotape if we have the resources to do so. TxDMV IT Dept. can work with us to have the student practice sessions recorded and provide each student with a copy on CD.

Class Type	CPE (Not available for college credit.)
CEUs	0 – 1.3 CEUs
Instructor	Amira Pollock
Location	Texas Department of Motor Vehicles Bldg. 1, Lone Star Conference Room 4000 Jackson Avenue Austin, TX 78731
Prerequisites	There are no prerequisites for this course.
Accrediting Associations	Project Management Institute (PMI) 14.0 PDU
Applies Toward the Following Certificates	Communication Skills for Professionals Certificate Program: Required courses
UT Training Contact	Angelina Stevens, Corporate and Government Business Development Coordinator angelina.stevens@austin.utexas.edu 512-475-8664
TxDMV Training Contact	Connie Green, Program Specialist connie.green@txdmv.gov 512-465-4136



The University of Texas at Austin
Center for Professional Education

Strategies for Effective Public Speaking (2-Day Class)

Course Description

Whether we're talking in a team meeting or presenting in front of an audience, we all have to speak in public from time to time. We can do this well, or not so well. When we convey our message in a confident and clear way, it can enhance our reputation, boost our self-confidence, advance our career, and open opportunities.

This two-day workshop provides the tools, tips and actual practice that will help participants speak with more confidence and ease at work and social settings. Participants will have the opportunity to present through interactive practice in a safe and supportive environment.

Learner Outcomes

- Learn how to create an effective presentation
- Learn the importance of a strong opening and closing
- Use tips for building rapport and connecting with the audience
- Understand how PowerPoint and visual aids can help or hurt
- Practice tips to help overcome the fear of public speaking
- Use time and content effectively



Amira Pollock

Instructor Bio

Amira Pollock is a versatile educator with over 10 years of teaching and training experience coupled with a strong theater arts background. She specializes in creating interactive programming for educational purposes. She accomplishes this by drawing on a wealth of diverse educational activities and concepts and converting those ideas to meet the environment. She is an instructor, speaker, and lecturer on such topics as thinking on your feet, improvisation, self-promotion, leadership, communication, executive presence, team-building, and writing.

Amira provides unique insight into finding success in the business world through her improvisation and drama background. She applies theatrical principles to tackling everyday challenges, enabling her clients to effectively communicate with confidence and clarity. As a former office manager, Amira has handled all aspects of talent recruitment and can provide an insider's view to the process. Amira also is a seasoned writing coach whose sharp attention to detail guarantees a finely edited product, with a keen focus on original voice.

Over the past seven years, Amira has provided engaging workshops and classes to over a dozen groups across the UT campus. In addition to being an adjunct instructor for the Center for Professional Education, Amira is a communication coach and guest lecturer for the McCombs School of Business.

Amira earned a Bachelor of Arts degree in English from Rice University and a Master of Fine Arts degree in Drama and Theatre Education for Youth and Communities from The University of Texas at Austin. She has performed as an actress and improviser.



The University of Texas at Austin
Center for Professional Education

Pricing Structure

The Center for Professional Education Corporate and Government Learning Solutions provides Onsite training at a cost of \$3600 per full-day class plus any required books and assessment fees including instructor travel and lodging expenses. The maximum number of participants per full-day class is 25.

The quoted price for Strategies for Effective Public Speaking which is a 2-day course is \$4850.00.

Date	Course	Cost
February 25 and 26, 2016	Strategies for Effective Public Speaking	\$4850.00
April 26 and 28, 2016	Strategies for Effective Public Speaking	\$4850.00



The University of Texas at Austin
Center for Professional Education

Contact Information

Thank you for your interest in the Center for Professional Education at The University of Texas at Austin. Please let me know if you have any questions about the course and pricing. I look forward to our partnership with the Texas Department of Motor Vehicles.

Sincerely,
Angelina

Angelina Stevens
Corporate and Government Business Development Coordinator
The University of Texas at Austin Center for Professional Education
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CPE Corporate and Government Learning Solutions
Email: cpesolutions@austin.utexas.edu
Website: <https://professionaled.utexas.edu>