

Public Speaking

Duration: 1 day

If the mere thought of speaking in public makes your heart pound and your legs turn to jelly, then you are not alone. Public speaking is regarded by many as one of life's most stressful things to do. This course is designed to take the panic out of public speaking and ensure you communicate with confidence.

Most of us will be required to speak in public at some stage in our lives. It may be a formal presentation at work or a conference, promoting a new product or at special occasions such as a wedding or birthday.

Feeling comfortable with the way we sound is key to making an impact. A strong confident speaking voice WILL make a real difference.

The purpose of this course is to provide tips, hints and strategies that can be used to improve public speaking performance. Delegates will have the opportunity to practice, through preparation and delivery of a short speech. Individuals will receive expert feedback, guidance and advice in a friendly and supportive environment.

Who should attend this course?

Anyone who wants to overcome their fear or improve their public speaking and communicate with greater confidence

Course Objectives

Upon completion of this course participants will be better able to:

- Communicate with greater confidence
- Present ideas logically and convincingly
- Overcome nerves
- Connect with the audience

Course Outline

Introduction and Welcome

- Trainer's credentials and style of workshop
- Group introduction
- Participant expectations

Finding your voice

- Feeling comfortable with the way you sound is key to making an impact
- Volume, tone, pitch and pace
- Warm up exercise

Body language

- Posture and position
- Eye contact
- Don't forget to breathe!

Prepare and plan

- Introduction, body and conclusion
- Why, what, who, how, when
- Connecting with the audience
- Practice, practice, practice

Stand and deliver (video equipment used)

- Delivery of short speech
- Expert feedback, guidance and tips for improvement

Workshop review and personal action plan

- Review of the day
- Personal action plan
- Feedback and evaluation