

Public Speaking Training

Duration: 1 day

Introduction

Public Speaking consistently ranks as people's top fear (the number 2 fear is normally death, followed by spiders).

Additionally, an astounding 75% of people suffer from speech anxiety. Do you want to change your fear of public speaking, improve your career, speak with confidence and deliver professional business presentations with impact and ease? Mastering this fear and getting comfortable speaking in public can be a great ego booster, not to mention a huge benefit to your career.

Whether you are speaking to a handful of people, a small group, or a large audience, this course will cover the details required so that you have a dynamic presence for any speaking engagement.

By the end of this course, participants will be able to:

- Analyse an audience & tailor the delivery accordingly
- Design presentations for maximum impact
- Expand on key points to ensure clarity
- Master techniques to overcome nervousness & present with confidence
- Practice techniques that ensure clear, concise & effective wording is used
- Deliver a polished, professional & credible speech
- Handle questions & comments effectively

Course Content:

Lesson 1: Identifying your Audience

Performing a needs analysis
Creating an audience profile
Identifying key questions and concerns

Lesson 2: Creating a Basic Outline

Outlining the situation
Identifying the task that had to be performed
Listing the actions you took
Revealing the results

Lesson 3: Organising the Program

Making organisation easy
Organisational methods
Classifying and categorising

Lesson 4: Fleshing it Out

Identifying appropriate sources
Establishing credibility
The importance of citations

Lesson 5: Putting it all Together

Writing your presentation
Adding a Plan B
Reviewing, editing and Re-writing

Lesson 6: Being Prepared

Checking out the venue
Gathering materials
A 24 Hour checklist

Lesson 7: Overcoming Nervousness

A word from the boss

Preparing mentally
Physical relaxation techniques
Appearing confident in front of the crowd

Lesson 8: Delivering your Speech - Part One

Starting off on the right foot
Using visual aids
Checking the volume of your voice

Lesson 9: Delivering your Speech - Part Two

Adjusting on the Fly
Gauging whether breaks are required
Wrapping up and Winding Down

Lesson 10: Questions and Answers

Ground rules
Answering questions that sound like an attack
Dealing with complex questions