

Public Speaking Course

Duration: 1 Day | Course Outline

COURSE OUTLINE

Module 1: Introduction to Public Speaking

• Introduction

- Definition and Purpose of Public Speaking
- Types of Public Speaking
- Benefits of Effective Public Speaking

• Facing the Fear of Public Speaking

- Prepare Thoroughly
- Visualise Success
- Focus on the Message
- Use Relaxation Techniques
- Start Small

• The Who, What and How of Speaking Successfully

- Who: Understanding Your Audience
- What: Crafting a Clear Message
- How: Delivering with Confidence

Module 2: Getting Your Point Across

• Presenting Clear Messages

- Know Your Audience
- Be Concise
- Use Examples and Visuals
- Speak Clearly and Confidently
- Practice, Practice, Practice
- Ask for Feedback
- Start with a Clear Message
- Use Active Voice
- Avoid Jargon
- Repeat Key Points
- Use Stories
- Anticipate Questions
- End with a Call to Action

• Gaining Confidence in What You Say

- Know Your Message
- Tailor Your Message to Your Audience
- Use Stories and Examples
- Be Authentic

• Controlling Your Pace and Timing

- Take a Deep Breath Before You Start Speaking
- Speak at a Natural Pace
- Use Pauses Strategically
- Vary Your Pace and Tone
- Be Aware of Your Audience's Reactions
- Practice Your Delivery
- Take Breaks
- Be Aware of Your Audience's Attention Span

• Tools You Know You Can Use

- Clarity
- Visual Aids
- Storytelling
- Active Listening
- Humour

Module 3: Controlling the Unexpected**• Handling Difficult People and Situations**

- Remain Calm
- Set Boundaries
- Use Assertive Communication
- Identify the Root Cause
- Seek Support

• Practising the Art of Audience Engagement

- Make Eye Contact
- Use Humour
- Ask Questions

• Moving Awkward Situations Forward

- Address the Situation Head-On
- Stay Calm and Composed
- Apologise if Necessary
- Find a Solution

Module 4: Techniques of a Good Public Speaker**• Controlling Your Body Language**

- Pay Attention to Your Posture
- Maintain Eye Contact
- Use Hand Gestures Purposefully
- Watch Your Facial Expressions
- Be Aware of Your Movements
- Mirror the Other Person's Body Language

• Engaging the Audience with Your Tone and Timing

- Understanding Tone in Communication
- The Role of Timing in Audience Engagement
- Matching Tone to Your Message and Audience
- Using Pauses and Silence Effectively

• Adapting to Your Audience

- Research Your Audience
- Use Appropriate Language
- Address Their Concerns
- Use Relevant Examples
- Adjust Your Delivery
- Be Respectful
- Engage with Your Audience
- Address Their Needs
- Be Aware of Cultural Differences
- Adjust Your Tone and Body Language

Module 5: Enhancing Your Presentation Skills**• Scenarios and Activities**

- Scenario 1: Presenting to a Hostile Audience
- Scenario 2: Technical Difficulties During a Presentation
- Scenario 3: Overcoming Language Barriers
- Scenario 4: Dealing with Unexpected Questions
- Scenario 5: Speaking to a Distracted Audience

• Case Study: Transforming Communication

- Background: NexTech Solutions Communication Challenges
- Objective: Improve Clarity and Engagement in Presentations
- Implementation: Training Workshops and Standard Templates
- Results: 40% Increase in Client Clarity and Understanding
- Evaluation and Ongoing Improvement

• Activity: Tone and Timing Workshop

- Part 1: Understanding Tone
- Part 2: Mastering Timing
- Part 3: Practice and Feedback
- Part 4: Peer Review and Reflection
- Expected Outcomes