

Its Time You Spoke Up – Introduction to Public Speaking

Course overview

Making corporate presentations is one of the most powerful and important communication tools available in organisations today.

If you are hesitant about presenting your ideas to peers at the weekly sales meeting; if you are nervous about making your presentation to key decision makers in the corporate board room; even if you are preparing to make your first public speech; this program will take the pain out of speaking to a group.

The program has been designed for people who have limited experience at public speaking, or presenting at meetings, but who know that career and job success depends upon their ability to present their ideas.

Make the move to develop your delivery and influencing skills and overcome some of the natural anxiety associated with speaking to a group.

Course aims

To fully equip participants with the necessary skills, techniques, tools and confidence to allow you to prepare and deliver effective presentations that sell your ideas.

After completing the program, participants will be able to:

- Prepare a well structured corporate presentation
- Apply the principles of communication to make dynamic presentations
- Deliver a persuasive presentation
- Select the right communication style and technique to suit the occasion or situation
- Use visual aids to enhance your presentation skills
- Demonstrate a practical application of the presentation skills course.

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A moment's insight is sometimes worth a life's experience.
Oliver Wendell Holmes Jr., (1841 - 1935)

Topic Areas

- **Realising your potential**
Why people fear speaking in a group
The assertive you
- **Preparing your content**
Analysing your audience and purpose
Getting your thoughts together
Elements of an effective speech or presentation
Writing a speech to maintain interest
Using transitions
- **Presentation skills**
How to overcome nerves and anxiety
Building rapport and gaining credibility
Maintaining audience interest
Preparing and using notes and visual aids
Common ways to remember your material
Non-verbal communication
How to avoid distracting mannerisms
Freeing the natural voice
How to gesture effectively
How and when to use humour
- **Handling the dreaded question and answer session**
- **Handling difficult people**

Target audience

Anyone who needs to express their ideas but who hesitates to do so.

Course length: 1 day

**For more details on how Learning Insight can help your organisation
contact**

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