

# Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

## Conquering Your Fear Of Speaking In Public

### Course Overview

Do you get nervous when presenting at company meetings?

Do you find it hard to make conversation at gatherings and social events?

Do you lock up in awkward social situations?

If so, this one-day workshop is just for you.

This course is aimed at delegates who wish to improve their speaking skills in informal situations.

We help delegates build the confidence and the skills to interact with others, to speak in informal situations, and to present in front of small groups.

### Course Objectives

During this workshop, delegates will learn to:

- Speak with more confidence in one-on-one conversations.
- Feel more confident speaking socially or small groups such as meetings.
- Practice developing these skills in a safe and supportive setting.

### Target Audience

All delegates and organisations looking to improve or conquer their fear of speaking in public.

### Prerequisite

There are no prerequisites for this course

### Duration

- 1 Day



## Course Outline

### Good Communication Skills

To begin, delegates will share communication opportunities that they feel they have missed in the past few weeks. Then, delegates will explore barriers to communication and possible solutions.

### Interpersonal Skills

This session will look at two key interpersonal skills, asking questions and listening.

### Getting Comfortable in Conversation

Next, delegates will learn about and practice the four levels of conversation.

### Practicing Dialogue

This session will wrap up everything delegates have learned so far into one exercise.

### Re-Designing Yourself for Strength

During this session, delegates will learn about the seven components of a good speaker.

### Professionalism

This session will focus on presenting a professional image.

### Maximizing Meetings

Next, delegates will discuss fifteen ways to make the most of meetings.

### Sticky Situations

This session will give delegates an opportunity to identify situations that they have difficulty with and to brainstorm some solutions.

### Controlling Nervousness

During this session, delegates will learn some ways to control physical and mental nervousness.

### Tell Me a Story

To wrap up the day, delegates will make a small, impromptu presentation.

### Workshop Wrap-Up

At the end of the day, delegates will have an opportunity to ask questions and fill out an action plan.