

Gearing You For Growth

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Public Speaking Presentation Survival School

Course Overview

A great presenter has two notable qualities: appropriate skills and personal confidence. Confidence comes from knowing what you want to say and being comfortable with your communication skills.

In this two-day workshop, delegates will master the skills that will make them a better speaker and presenter.

Course Objectives

This workshop will teach delegates how to:

- Establish rapport with your audience.
- Learn techniques to reduce nervousness and fear.
- Understand your strengths as a presenter and how to appeal to different types of people.
- Recognize how visual aids can create impact and attention.
- Develop techniques to create a professional presence.
- Learn some different ways to prepare and organize information.
- Prepare, practice, and deliver a short presentation.

Prerequisite

There are no prerequisites.

Target

This workshop is for any person who will be presenting internally within a company or externally to potential or existing clients.

Duration

- 2 Days



Course Outline

Communication

To begin, delegates will explore key communication skills, including how to start and end a conversation.

Stop! Check Your Mouth!

Next, delegates will learn about characteristics that can make or break the audience's impression of a speaker, including volume, clichés, slang, diction, jargon, and tact (or lack thereof).

What's Your Type? How About Mine?

During this session, delegates will explore their personality type and what it means for them as a speaker.

Positive Self-Talk

In this session, delegates will learn how to build their self-confidence – a key skill for any public speaker.

Trust

This session will explore the idea of rapport and how it can help build relationships.

Maximizing the Most of Meetings

Meetings are a central part of communication and cooperation within any organization. This session will give delegates some ways to successfully prepare for and present at any meeting.

Body Language

Delegates will learn some ways to make sure their body language is sending the right message.

Sticky Situations

This session will give delegates some tools to deal with uncomfortable situations.

I Can Just Send an E-mail, Right?

Next, delegates will explore the value of oral presentations.

Overcoming Nervousness

To conclude the first day, we will look at some suggestions for handling nervousness.

The Five S's

To begin the second day, delegates will learn about the five S's of a good presentation: significance, scenario, solutions, sequelae, and suggestions.

Start Writing!

This session will focus on the nuts and bolts of creating your presentation.

Audience Profile

Next, delegates will look the value of audience profiles.



Your Speaking Voice

This session will look at the eight key parts of a presenter's message.

Add Punch to Your Presentation

There are many types of visual aids. We will provide an overview of, and tips for, the most common visuals during this session.

Your Presentation

To wrap things up, delegates will prepare and present a short presentation. Delegates will evaluate each other and provide constructive feedback.