

Hands-on course , 2
day(s)
Ref : PAP

Pre-requisites

Anyone with a need to speak
in public in a professional
context.

Next sessions

Speaking in Public

OBJECTIVES

By the end of this highly practical training course, participants will be immediately operational to speak in public with greater confidence. The programme has been designed to help participants run meetings more productively, as well as make effective presentations.

1) Communication Fundamentals

2) Verbal and Non-verbal Communication

3) Addressing your Audience

Workshop

This training course provides a variety of exercises and group work, including filmed role-plays, analysis and constructive individual feedback.

1) Communication Fundamentals

- Effective and valuable communication techniques, including aspects of NLP principles.
- How others perceive you? Self-analysis of strengths and areas for development.
- The Art of Negotiation and aiming for a Win-Win situation every time.

2) Verbal and Non-verbal Communication

Self-control

- Being assertive.
- Managing "stage fright" and nerves.
- Relaxation techniques.
- All-important Checklist.

Body Language

- Your Body Speaks.
- The importance of congruence.
- Non-verbal communication: controlling gestures and movement.

Your Voice

- Effective breathing techniques.
- How to enhance voice quality, tone and projection.
- How to improve diction and voice articulation.

3) Addressing your Audience

The Speaker

- Empathy.
- Different formats and presentation styles for different occasions.
- The importance of structure.
- Showing leadership qualities.
- Effective use of visual aids.

Know your Audience

- The importance of Active Listening.
- Awareness of various audience strategies.
- Group behaviour analysis.