

€ TRAINING

Public Speaking and Presentation Skills





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Introduction:

This advanced training course will help you develop excellent public speaking and presentation skills over the course of 5 days. By the end, you will be able to confidently plan, structure, and deliver professional presentations that engage and persuade your audience. You will learn how to overcome any fears of presenting, use body language effectively to appear confident, and focus on your audience's needs. The course is hands-on and provides opportunities for you to practice and improve your skills. By the end, you will have the tools to create winning presentations for any business occasion.

Course Objectives:

At the end of this course, the participants will be able to:

- Develop the ability to overcome nervousness and anxiety when speaking in public.
- Learn techniques for effectively organizing and structuring a presentation.
- Practice using various delivery methods, including speaking with enthusiasm, passion, and conviction.
- Improve the use of nonverbal communication, including eye contact, body language, and facial expressions.
- Enhance the ability to engage and connect with an audience through effective storytelling and communication techniques.
- Learn how to effectively use visual aids, such as slides and other media, to support a presentation.
- Develop skills for persuading and influencing an audience through the use of evidence, examples, and other rhetorical devices.

Targeted Audience:

- Professionals looking to improve their communication skills in the workplace, such as managers, team leaders, and salespeople.
- Students looking to gain confidence and skills in public speaking and presentation for academic or professional purposes.
- Entrepreneurs or business owners looking to improve their communication and presentation skills for pitching ideas or presenting to clients.
- Individuals seeking to develop personal growth and self-improvement in the area of public speaking and presentation.

Course Outlines:

Unit 1: Presentation Essentials:

- How to be a Successful Presenter
- Delegate Needs Analysis and Introduction
- Clarity, Structure, Revision
- The Essentials of Effective Presentation
- Introduction to Body Language and Feedback
- Self-evaluation Techniques

Unit 2: Presentation Preparation:

- Best Practice
- Why be a Presenter?
- Who is your Audience?
- Anticipating Questions
- Keeping Your Audience Focused
- How to Research
- Structuring Your Thoughts

Unit 3: Slide Preparation:

- Why Use Slides?
- Handouts vs. Slides
- How to make the Perfect Slide Show
- Advanced Slide Creation
- Revising Your Presentation
- How to Use Data and Visuals
- Virtual Presentation
- How to be Persuasive
- How to be Convincing
- Fear and How to Overcome It
- Mental Preparation
- Relaxation Techniques
- Visualisation Techniques

Unit 4: Presentation Practice and Delivery:

- Dressing for Success
- Boosting Your Credibility
- Handling Questions
- Key Point Overview
- Building Transitions
- Delivering with Passion
- Beginning with Impact
- Capturing Attention
- Holding Attention
- Building Rapport
- Projection, Pitch, Rate, and Gesture
- Drawing to a Conclusion

Unit 5: Public Speaking:

- Difference between Public Speaking and Presentations
- The Paradox of Public Speaking
- Public Speaking Audience Needs Analysis
- Finding Credible Sources for Public Speaking
- Citations and their Importance
- The Causes of Public Speaking Apprehension
- How to Appear Confident
- How to Handle Hostile Questions and Win Over Your Audience
- Dealing with Interruptions