

Public Speaking

According to a 1973 survey by the Sunday Times of London, 41% of people list public speaking as their biggest fear. Forget small spaces, darkness and spiders – standing up in front of a crowd and talking is far more terrifying for most people. However, mastering this fear and getting comfortable speaking in public can be a great ego booster, not to mention a huge benefit to your career.

Modules

- Identify your audience
 - Performing a Needs Analysis
 - Creating an Audience Profile
- Create a basic outline
- Organizing the program
- Flesh out presentation
- Find the right words
- Prepare all the details
- Overcome nervousness
 - Preparing Mentally
 - Physical Relaxation Techniques
 - Appearing confident in front of the whole crowd
- Deliver a polished, professional speech
 - Starting off on the right foot
 - Gauging whether breaks are required
 - Wrapping up and Winding down
- Handle questions and comments effectively
 - Golden rules
 - Dealing with complex questions

Learning Outcomes

The Public Speaking Workshop will enable the participants to gain some valuable public speaking skills, including in-depth information on developing an engaging program and delivering presentation with power.



2 Day Workshop

Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Wrapping up

- Activities
- Words from the Wise
- Review of Parking Lot
- Lessons Learned