

Powerful Public Speaking

Duration: 3 Days

Introduction

Effective Public Speaking requires powerful influencing and communication skills. Perhaps you are influencing a customer, addressing a conference, managing press and publicity or presenting to a meeting, this practical development programme polish up those public speaking skills and equip you with the credibility & confidence to influence your audience

Speaking in public or in front of a group is a widely acknowledged fear and many people successfully overcome it with ease. This training programme will equip you with the skills and techniques to significantly improve your impact, image, and control those **wobbles** to successfully influence your audience.

Course Aim

Whether you are preparing speeches and presentations for others or for yourself, this development programme is an essential exercise to enable you to develop dynamic public speaking and presentation skills.

Learning Objectives

By the end of this course, we guarantee that you will demonstrate greater confidence and influence during your public speaking engagements.

You'll also be able to...

- ✦ Fine tune your delivery style to create maximum impact
- ✦ Develop a persuasive and impressive speaking style
- ✦ Control your space and presence to engage & develop rapport to influence your audience
- ✦ Create states of curiosity, anticipation and surprise
- ✦ Use pace and structure more effectively for maximum results
- ✦ Use simple language techniques to present powerful messages
- ✦ Select & deliver different styles of presentations for different audiences
- ✦ Manage question and answer sessions with ease

Method & Approach

The programme is highly participative and benefits from tutor input, group discussion, self-analysis questionnaire, and practical experience of delivering presentations. Participants will receive constructive feedback to enable improvements in confidence and ability to project a powerful message with impact. The programme will provide an opportunity for learners to prepare their own personal action plans to transfer the learning back to the workplace

Pre Workshop

Participants should bring a presentation topic to the workshop that they wish to enhance. The topic should be work related and intended for delivery to an audience with the intention of **informing** the audience, **influencing** the audience or persuading the audience to **change** their perception of a situation.



Post Programme Support

We offer a telephone coaching service to support learners and help them to successfully transfer their new skills and knowledge effectively. Please call for further details.

Course Content

Day One

- ✿ The purpose of business presentations – what and why?
- ✿ Preparing & delivering effective presentations
- ✿ What is your objective?
- ✿ Why should your audience care?
- ✿ Organising your presentation
- ✿ Building the body of your presentation
- ✿ Working with cue cards
- ✿ Pre presentation hooks
- ✿ Powerful openings – openings that ignite a room
- ✿ Captivating Closes
- ✿ Creating the action and reaction you intended
- ✿

Day Two

- ✿ Connecting content and Audience
- ✿ Involving your audience
- ✿ How listeners listen and how to encourage listening
- ✿ Advanced communication skills
- ✿ Memorable messages and the rule of three
- ✿ Use of empowering and influential words to sensationalize your message

Day Three

- ✿ Physical Arrangements – Know Your Environment
- ✿ Using your voice - Pace, pitch and tone
- ✿ Using Pauses
- ✿ Speaking without words, leading and pacing
- ✿ Positive body language
- ✿ Reducing anxiety – Fear (False Evidence Appearing Real)
- ✿ Inviting questions
- ✿ Recognising different question types, and how to answer them