Public Speaking and Presentation Skills – 2 Days

Many people fear public speaking, yet it is an essential skill for progressing in business. Delegates who attend this course will leave equipped with a full set of skills to wow an audience and get their business message across.

Module 1 Introduction to public speaking

- Overview of course objectives and topics
- Importance of public speaking skills
- Common fears and how to overcome them

Module 2 Planning your speech

- Choosing a topic
- Researching your topic
- Organizing your ideas logically
- Writing an effective introduction, body, and conclusion
- Creating visual aids

Module 3 Delivering your speech

- Making eye contact
- Using vocal variety
- Practicing good posture and movement
- Managing nervousness

Module 4 Impromptu speaking exercises – Day 2 Warmup

- Fun games and activities to practice thinking on your feet

Module 5 Effective storytelling

- Using narrative elements and descriptive language
- Sharing personal anecdotes and examples
- Painting a picture with words
- Persuasive speaking
- Understanding logical and emotional appeals
- Tailoring your speech to your audience
- Using rhetoric devices effectively

Module 6 Other presentation skills

- Designing visual aids that enhance your speech
- Practicing smooth delivery
- Fielding questions confidently
- Practice and feedback session