

PUBLIC SPEAKING AND PRESENTATION SKILLS TRAINING

In order to influence, inform or win support, you need to have good presentation and speaking skills. A good speaker is inspiring, clear, concise and persuasive. Some people struggle all their lives to learn to be good speakers. Too many speakers are boring, long-winded and confusing. Most speeches go on for far too long and don't get the message across clearly.

CONTENT OF COURSE

1. Success Factory's Ten Steps
2. Select your topic and purpose
3. Analyse your audience
4. Research your topic
5. Formulate your thesis and major propositions
6. Support your major propositions
7. Organise your speech materials
8. Word your speech
9. Construct your introduction, conclusion and transitions
10. Rehearse your speech
11. Presentation checklist
12. At the venue
13. Deliver your speech
14. How to overcome nervousness
15. Answering Q & A
16. Thinking on your feet
17. Impromptu (unexpected or unprepared) speeches
18. Graphic and visual aids
19. Timing
20. Conclusion
21. After your speech or presentation

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22. The worst advice for public speaking.

PLEASE NOTE: Participants' speeches will be recorded for training purposes.

DURATION

Three full days:

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| First day: | Training |
| Second day: | Research, writing and practicing of speeches |
| Third day: | Delivery and evaluation of speeches, presentations and impromptu speeches. |