

Confident Public Speaking

Training Course Outline



Testimonials from previous training sessions

“The day was well structured and enabled me to gain confidence as the day progressed. I enjoyed the day and the practical exercises – feedback was especially useful”

“Very helpful – the whole day's approach to public speaking made it much less threatening. I can do it! Philippa was an excellent speaker and I realised at the end of the day how much I had learned. I found this a really helpful day and now have confidence to plan and deliver presentations”

Course Summary

Designed as an in-house training seminar for up to 15 of your staff and colleagues this course introduces the skills you need for planning for success, dealing with nerves, improving your self-presentation and poise, and delivering an interesting and memorable speech that gets your message across with style

Duration

One full day

Training Outcomes

- Invest in the people skills and confidence of your staff
- Improve how they speak about your organisation
- Improve the delivery of pitches for service delivery or funding
- Speak with confidence at conferences, corporate and social events

Training Outcomes continued

Effective training, team briefings and discussions lead to better internal communications

Public speaking training is an enjoyable and practical personal development and advancement opportunity

Improving public speaking and communication skills inspires client confidence in your organisation's standards and services

Attendees learn to

Deal with nerves and develop self-confidence

Develop a strong, confident voice, using body language to support speaking

Capture and keep an audience's interest and deliver a clear, concise message.

Course Price

£1750+VAT + travel for up to 20 people

Training Course Programme

One day training course runs from 09.00am – 4.30pm and includes training materials

WELCOME AND INTRODUCTION

“The Elevator Pitch”

HOW TO PLAN A SUCCESSFUL SPEECH

Your audience and their needs
Setting aim and objectives

HOW TO PREPARE A SUCCESSFUL SPEECH

Structure and methods of delivery, Speaking notes, Visual aids

DEALING WITH NERVES

Why we get nervous and what nerves do us when speaking in public
Confidence-building techniques

SPEAKING WELL IN PUBLIC

Techniques used by performers, politicians and broadcasters for personal impact, including:

Controlling relaxation, posture and breathing
Developing a strong and interesting voice
Using body language, non-verbal communication and eye contact
Dealing with Q &A , getting your message across, finishing with style

Practical exercises and feedback throughout the day

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