

PUBLIC SPEAKING TRAINING



COURSE LENGTH: 1.0 DAYS

Speaking in public is difficult for most people. Training and practice in public speaking are essential for both extroverts and introverts, as it involves planning, organizing, methods of delivering speeches, using relaxation techniques, engaging the audience, using non-verbal communication, and more.

The PD Training Public Speaking Training Course provides beginners with the tools, techniques, and an understanding of the elements of public speaking for them to be able to deliver exceptional speeches every time.

This practical and engaging training course is available now throughout Nigeria, including Lagos.

PUBLIC SPEAKING TRAINING COURSE OUTLINE

FOREWORD

Public Speaking consistently ranks as people's top fear (the number 2 fear is normally death, followed by spiders), additionally an astounding 75% of people suffer from 'speech anxiety' - that's 75%!

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. This Public Speaking Training Course will provide you with valuable public speaking skills, including in-depth information on developing an engaging program and delivering your presentation with confidence and power.

OUTCOMES

After completing this course, participants will have developed skills in:

- ▶ Tailoring the speech according to audience
 - ▶ Using visual aids to enhance interest
 - ▶ Making adjustments midway
 - ▶ Designing presentations
 - ▶ Making the speech clear, powerful and relevant
 - ▶ Identifying key notes and using them appropriately
 - ▶ Planning the speech
 - ▶ Organizing the material
 - ▶ Wording the speech
 - ▶ Using citations, research and interviews
 - ▶ Turning complex ideas into engaging, easy-to-understand content
 - ▶ Overcoming nervousness
 - ▶ Preparing Plan B
 - ▶ Feeling comfortable with the audience
 - ▶ Mentally and physically preparing themselves for the presentation
 - ▶ Answering questions and replying to comments with presence of mind
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MODULES

Lesson 1: Identifying your Audience

- ▶ Performing a needs analysis
- ▶ Creating an audience profile
- ▶ Identifying key questions and concerns

Lesson 2: Being Prepared

- ▶ Checking out the venue
- ▶ Gathering materials
- ▶ A 24 Hour checklist

Lesson 3: Creating a Basic Outline

- ▶ Outlining the situation
- ▶ Identifying the task that had to be performed
- ▶ Listing the actions you took
- ▶ Revealing the results

Lesson 4: Overcoming Nervousness

- ▶ A word from the boss
- ▶ Preparing mentally
- ▶ Physical relaxation techniques
- ▶ Appearing confident in front of the crowd

Lesson 5: Organizing the Program

- ▶ Making organization easy
- ▶ Organizational methods
- ▶ Classifying and categorizing

Lesson 7: Fleshing it Out

- ▶ Identifying appropriate sources
- ▶ Establishing credibility
- ▶ The importance of citations

Lesson 9: Putting it all Together

- ▶ Writing your presentation
- ▶ Adding a Plan B
- ▶ Reviewing, editing and Re-writing

Lesson 6: Delivering your Speech - Part One

- ▶ Starting off on the right foot
- ▶ Using visual aids
- ▶ Checking the volume of your voice

Lesson 8: Delivering your Speech - Part Two

- ▶ Adjusting on the Fly
- ▶ Gaging whether breaks are Required
- ▶ Wrapping up and Winding Down

Lesson 10: Questions and Answers

- ▶ Ground rules
- ▶ Answering questions that sound like an attack
- ▶ Dealing with complex questions

WEB LINKS

- ▶ [View this course online](#)