

COURSE OVERVIEW

Essential Skills of Dynamic Public Speaking

OVERVIEW

Master the powerful skills and solid strategies for surviving presentations without much preparation time, respond smoothly when asked to make a few impromptu remarks, and never skip a beat when your audience starts drilling you with tough questions.

You'll learn to put an end to nervous jitters, field the question-and-answer session without a hitch, keep your foot out of your mouth, and avoid "mindlock" or jumbled words that could make you lose your train of thought and your concentration. You'll learn practical approaches to impromptu speaking with direction and purpose every time.

LEARNING OBJECTIVES

- Deliver a seated or impromptu presentation with confidence and poise
- Organize your thoughts to be persuasive or informative
- Use movement, gestures and facial expressions to drive home your point
- Use your voice to project, pace and pause
- Grab and keep someone's attention with your eyes
- Create exciting, colorful graphic slide shows

- Get your point across clearly
- Remain calm, cool and collected
- Breeze through the toughest question-and-answer periods

COURSE HIGHLIGHTS

The fundamentals of public speaking

- Sound conversational, even when you're giving a canned presentation
- Easy speech organization tips no matter what the occasion
- Remove the "um's" and "ah's" that distract your audience
- Build a captivating presentation from the inside out
- Discover the myths of presenting and how to overcome them
- Choose words to paint a picture that will stick in everyone's mind
- Learn pre-presentation habits you must have
- Turn nervousness into energy
- Know the rules of impromptu speaking: What to do when you're asked to "come up and explain the process to everyone"

Delivering a powerful and persuasive message

- Decide which audiovisual medium works best for every kind of presentation
- Know the dos and don'ts of using humor and why it's like walking on eggshells

- Learn ways to use your voice to establish sincerity, credibility and confidence
- Discover why less is more when it comes to speaking from notes
- Speak so your words don't disappear into thin air
- Nail the sale in a one-on-one presentation
- Learn the factors that could sabotage your message and how to use them to your advantage
- Seal the deal: Presentation closers your audience will remember
- Give an enthusiastic presentation while appearing to be relaxed and comfortable

Connecting with your audience

- Learn successful posture and gesture techniques that will hold your audience's attention without distracting from your message
- Change undesirable speaking practices into more winning habits
- Develop instant rapport with your audience
- Find out how to best manage the question-and-answer period like a pro
- Know what every audience expects from you and how you can deliver
- Discover the steps to making a lasting impression
- Use soothing phrases to calm and comfort a hostile audience

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- Detect if your audience is bored and what to do to draw them back into the presentation
- Guide your audience in the question-and-answer period
- Determine your presentation style with the industry's simplest self-revealing exercise

Creating visually pleasing presentations

- Use the 6:6:36 Rule to build powerful visuals
- Discover how long to hold eye contact with an individual during your presentation (without making the person uncomfortable)
- Know the must-have tricks for using visual aids to your advantage
- Find out what every presenter already knows but often ignores
- Use this quick guide to plan and organize your presentation with ease

TRAINING DELIVERY

- Pre-training: Tailoring and customization of content
- Delivery of training using presentation, small group exercises, case studies, role-plays, games, etc.
- Post-training: Follow-up within 30 days to review information, provide coaching, set goals, etc. (optional)