

Public Speaking Skills

Content – 1 day course

Your image and how an audience interprets what they see and hear

Understanding the key differences between different audience perceptions and analysis of speakers using video clip examples

Speech workshop - Initial evaluation of delegates

Delegates deliver the opening of their speech and receive individual evaluation and coaching

Developing the structure of your speech

Identifying the right messages for the speech and the audience

Structuring the messages - sign-posting, scene setting, openings & closings

Getting onto your feet – The opening!

The initial impression and how your 'entry' affects you, your performance and the audience expectations

Speech workshop – The opening

Each delegate tries the techniques used to start an effective speech - individual evaluation and coaching

Speech workshop – Vocal delivery skills

Projecting your voice and holding the audience – a range of techniques for ensuring you fully support the messages and deliver your objectives – a vocal workshop with individual evaluation and coaching

Speech workshop – Non-verbal communication

How to stand and use your body to support the image and the voice. How to use the stage to hold the audience attention and support the key messages and emotions - a workshop with individual evaluation and coaching

Delegate final delivery workshop

Delegates put the learning points together to demonstrate their mastery of the skills they have learned – with evaluation and feedback from all delegates

Key point summary

Key learning points and summary of exercises for individual delegates