



## Public Speaking and Powerful Presentations

The Presenter is anyone in a professional situation who interacts with one or more people, no matter if it is an informal situation with colleagues or customers, or a formal situation of sales pitches and presentations, internal meetings and performance reviews. In all cases an effective presentation means getting the message across in a powerful and persuasive manner. Failure to present well will mean a lack of impact and may jeopardise the message and ultimate success – both, personally and of the business at hand.

### Expected Accomplishments

- Speak to groups with greater confidence and professionalism
- Plan and prepare presentations more effectively
- Have the confidence to handle difficult topics and people
- Focus attention on key issues whilst gaining audience acceptance
- Keep the audience engaged with enthusiasm and clear communication
- Use the correct visuals to keep interest flowing
- Interact with the audience and take questions – techniques

### Course Outline

- Public speaking – what the great speakers do – the techniques
- Confidence building for speaking to groups – techniques and tricks
- The use of visioning
- What to say and how to say it
- Preparation, meeting audience needs, overcoming barriers, aims and objectives, preparing content and delivery notes; and finishing on time
- Making speaking without notes easy – skills and techniques
- Delivery Skills – Delivering with impact, techniques to influence and win credibility, use of visual aids
- International Etiquette
- What to do when things go wrong.
- Avoiding 'death by powerpoint'
- How to prepare a speech or presentation in 5 minutes

### Who Can Benefit

Professionals from all disciplines.

### Related Training

- Effective Presentation Skills
- Advanced Communication – The Power of Assertiveness
- Utilizing NLP Techniques in the workplace





## Duration

2 days

## Mode

Consultant led presentation & practice in a workshop environment with video recording and viewing.

## Prerequisites

Good communication skills

## Course Code: COM-260

