

DURATION: A one day course

SUITABLE FOR: People who will be delivering talks, presentations or even speaking at a meeting and who wish to appear confident and competent. The programme is ideal for those to whom this is a new challenge as well as those who have some experience but who would benefit from a practical refresher.

COURSE OUTLINE:

OBJECTIVES:

By the end of the course delegates will be able to:

- Have strategies for handling the nerves which often accompany public speaking
- Know about the importance of body language and how it impacts on what you say
- Better understand how to use language to influence
- Unlock the power of your voice
- Be more confident in the use of effective visual aids
- Be able to prepare a presentation that conveys the message you intended
- Deal with questions professionally

PROGRAMME:

Introduction and icebreaker

- What we are going to cover today
- What would you like to achieve today?

Handling nerves

- How normal is it?
- What makes me nervous?
- What strategies can I use to tackle them?

Non verbal language

- What it is and why it's important
- Your body language and what it says about you
- How to stand and what to do with your hands
- Matching verbal and non verbal language to get maximum result
- Getting more from your voice

Verbal Language

- It's not what you say but the way that you say it

Visual Aids

- How and when to use them
- What works and what doesn't
- Avoiding "death by PowerPoint"

Constructing a presentation

- What am I trying to say?
- What message do I want to leave with my audience?
- How to sequence it for maximum benefit
- Starting and finishing effectively

After the show is over

- Handling questions professionally

Recap, action plan and conclusion



CPD Certified – 6 Learning Hours, 6 Points