

# Public Speaking: Presentation Survival School

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## Course Overview

A great presenter has two unique qualities, appropriate skills and personal confidence. This confidence comes from knowing what you want to say, and being comfortable with your communication skills. In this two-day course, you will master the skills that will make you a better speaker and presenter.

## Learning Objectives

Participants will:

- Identify ways to gain rapport with your audience.
- Learn techniques to reduce nervousness and fear.
- Recognize how visual aids can create impact and attention.
- Develop techniques to create a professional presence.
- Use practice techniques to really prepare.

## Outline

- Introductions and Course Overview
- Communication
- Edit Your Conversation
  - Speaking Characteristics
  - Clichés
- The Johari Window
- Trust
- First Impressions
- Four Good Rules for Any Conversation
- Making the Most of Meetings
  - Presenting at Meetings
  - Fifteen Ways to Master a Meeting
  - Learning Names and Shaking Hands
- Body Language
- Sticky Situations
- Why Talk?
- Planning Your Presentation
- Overcoming Nervousness
- The STARR Pattern
- Start Writing!
  - Evidence
  - Introductions
  - Following the opening statement
  - Your Beginning
  - Endings
- Limit Your Information
- Audience Profile
- Presentation Preparation
  - Checklist
  - Evaluation

## **Public Speaking: Presentation Survival School**

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- Your Speaking Voice
  - Parts of your Voice
  - Vocal Variety
  - Mastering your Material
- Add Punch to your Presentation
  - The Power of Threes
  - Visual Aids
- Pre-Assignment
  - Preparation
  - Presentations
  - Debrief