

Speak Easy Basics

Course Overview

This workshop is for anybody who wants to improve their speaking skills in informal situations.

Learning Objectives

- To enhance the ability to speak one-on-one with others.
To develop the confidence to feel at ease, speaking socially or small groups such as meetings.
- To practice developing these skills in a safe and supportive setting

Outline

- Learning Objectives
- Communication
- The Skill of Interactive Listening
- How do You Rate Your Listening Ability?
- The Power of Questions
- Self-Disclosure
- Body Language
- Re-designing Yourself for Strength
- What does Professional Mean?
- The Art of Conversation
- Fifteen Ways to Master a Meeting
- Critical Circumstances and Sticky Situations
- Controlling Physical Nervousness
- Controlling Mental Nervousness
- A Personal Action Plan