

# Speaking Under Pressure

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## Course Overview

Speaking under pressure, or thinking on your feet, is based on being able to quickly organize your thoughts/ideas, and then conveying them to your audience to modify their attitudes or behavior. It applies to formal speeches as well as everyday business situations. This two-day workshop has been designed for those who are in positions where they must speak in front of audiences that are hostile or demanding. This course is also suitable for those who are relatively new to public speaking and want some encouragement to speak up in meetings or who want some training before they begin making presentations on behalf of the organization. This course is aimed at improving your skills and learning some new techniques which will give you the persuasive edge when you are making a presentation, fielding difficult questions, or presenting complex information. The course includes several exercises where the participant will have to prepare and present speeches of varying length with varying notice.

## Course Objectives

Specific learning objectives include:

- What you can do to prepare for unknown questions.
- Acquire strategies for taking control in a variety of pressured speaking situations.
- How you can overcome the nervousness when presenting in all situations.
- Presentation techniques that establish your credibility and get people on your side.

## Course Outline

- Introduction and Course Overview
- What is Speaking Under Pressure?
- Planning
- Force Field Analysis
- Pros and Cons
- Understanding Your Audience
- Controlling your Jitters
- Making Your Listener Hear You
  - Key Ideas
  - Finding Common Ground
  - Key Sentences
- A Plan to Structure Ideas
  - The Three-Part Plan
  - Building a Three-Part Plan
- Organization
  - Using Time, Place, and Aspect
  - Two Additional Plans
- Our Body Language
- Beginnings and Endings
- Expanding a Basic Plan
- Preparation, Presentations, and Evaluation