

PUBLIC SPEAKING TRAINING

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COURSE LENGTH: 1.0 DAYS

There are many factors that make someone an exceptional public speaker. The PD Training Public Speaking Training course is designed to help you overcome your fear and develop the skills to be able to speak to any audience with confidence, impact and ease.

After completing this one-day course, you will have developed the following skills: audience analysis, planning, researching and organizing a speech tailored to your audience, writing a complete and concise speech that expands the key points and provides maximum impact, mental and physical preparations to overcome nervousness, and other skills that will make you an effective public speaker.

This interactive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

PUBLIC SPEAKING TRAINING COURSE OUTLINE

FOREWORD

Public Speaking consistently ranks as people's top fear, followed by the fear of death and spiders. Additionally, an astounding 75% of the people suffer from 'speech anxiety'!

However, mastering this fear and gaining control during speaking in public can be a great ego booster, not to mention a huge benefit to your career. This Public Speaking Training Course will provide you with valuable public speaking skills, including in-depth information on developing an engaging program, and delivering your presentation with confidence and power.

OUTCOMES

After completing this course, participants will have developed skills in:

- ▶ Tailoring the speech according to audience
 - ▶ Using visual aids to enhance interest
 - ▶ Making adjustments midway
 - ▶ Designing presentations
 - ▶ Making the speech clear, powerful and relevant
 - ▶ Identifying key notes and using them appropriately
 - ▶ Planning the speech
 - ▶ Organizing the material
 - ▶ Wording the speech
 - ▶ Using citations, research and interviews
 - ▶ Turning complex ideas into engaging, easy-to-understand content
 - ▶ Overcoming nervousness
 - ▶ Preparing Plan B
 - ▶ Feeling comfortable with the audience
 - ▶ Mentally and physically preparing themselves for the presentation
 - ▶ Answering questions and replying to comments with presence of mind
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MODULES

Lesson 1: Identifying your Audience

- ▶ Performing a needs analysis
- ▶ Creating an audience profile
- ▶ Identifying key questions and concerns

Lesson 2: Being Prepared

- ▶ Checking out the venue
- ▶ Gathering materials
- ▶ A 24 Hour checklist

Lesson 3: Creating a Basic Outline

- ▶ Outlining the situation
- ▶ Identifying the task that had to be performed
- ▶ Listing the actions you took
- ▶ Revealing the results

Lesson 4: Overcoming Nervousness

- ▶ A word from the boss
- ▶ Preparing mentally
- ▶ Physical relaxation techniques
- ▶ Appearing confident in front of the crowd

Lesson 5: Organizing the Program

- ▶ Making organization easy
- ▶ Organizational methods
- ▶ Classifying and categorizing

Lesson 7: Fleshing it Out

- ▶ Identifying appropriate sources
- ▶ Establishing credibility
- ▶ The importance of citations

Lesson 9: Putting it all Together

- ▶ Writing your presentation
- ▶ Adding a Plan B
- ▶ Reviewing, editing and Re-writing

Lesson 6: Delivering your Speech - Part One

- ▶ Starting off on the right foot
- ▶ Using visual aids
- ▶ Checking the volume of your voice

Lesson 8: Delivering your Speech - Part Two

- ▶ Adjusting on the Fly
- ▶ Gaging whether breaks are Required
- ▶ Wrapping up and Winding Down

Lesson 10: Questions and Answers

- ▶ Ground rules
- ▶ Answering questions that sound like an attack
- ▶ Dealing with complex questions

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)